CALIFORNIA STATE ASSEMBLY
JOB LISTINGS

Office: Assemblymember Ortega
Classification: Field Representative (Communications)
Posted: 02/27/2024

Assemblymember Liz Ortega is seeking a Field Representative (Communications) for her District Office. Under the direct supervision of the District Director, the primary responsibilities will include serving as a liaison between the district and the Member by maintaining an awareness of and involvement in district affairs and issues; and creating and implementing external communications strategies. Duties may include but are not limited to: media relations, media events, constituent outreach, drafting talking points, fielding media inquiries, monitoring relevant media sources, and managing the Member's social media presence. Additionally, this staff member will assist with various legislative duties, including engaging in constituent casework, staffing and appearing on behalf of the Member at events, maintaining professional relationships with community stakeholders and local leaders, meeting with constituents, and more.

The ideal candidate has experience with communications and press relations and an interest in community engagement and outreach. Excellent reading, writing and communication skills are required as well as the ability to manage multiple concurrent projects. The salary range for this position is $47,184- $120,132 per year, commensurate with experience and education. Significant experience is required to reach the higher end of the salary range.

Contact: Please send a cover letter, writing samples and resume via email to: Karishma.Khatri@asm.ca.gov , indicating "Field Representative (Communications)" in the subject line.