



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Liz Ortega
Classification: Field Representative (Communications)
Posted: December 20, 2024
Monthly Salary: \$5,417-\$7,845 monthly
Location: Hayward, CA

Assemblymember Ortega is seeking a Field Representative to serve in the Hayward office. Under the direction of the Member and District Director, the Field Representative acts within the district as an official representative and liaison of the Member and works with the District Director to implement external communications strategies.

Key responsibilities include but are not limited to acting as the Member's representative by responding to a variety of constituent inquiries and problems, attending local government, community, and private interest group meetings; producing reports describing key issues discussed; making presentations at events on behalf of the Member; and serving as a liaison between the district and the Member; and maintaining relationships with local stakeholders. Communications duties include: managing media relations and outreach, drafting talking points and press communication, implementing the Member's social media strategy.

The ideal candidate has experience with communications and community engagement. Excellent communication and writing skills required. Graphic design skill a plus. Bilingual Spanish preferred but not required. Current Assembly employees of non-returning offices are encouraged to apply.

Contact: To apply, send a cover letter, writing samples, and resume to Karishma.Khatri@asm.ca.gov, indicating "Field Representative/Communications" in the subject line.