



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Cecilia Aguiar-Curry (Davis District Office)

Classification: Field Representative

Posted: May 21, 2024

Assembly Majority Leader Cecilia Aguiar-Curry is seeking a field representative to work in person in her Davis District Office. The Field Rep will report directly to the District Director and Chief of Staff and work directly with the Assemblymember regularly. The Majority Leader is looking for someone excited to become part of her team.

The successful candidate will perform a variety of duties including, but not limited to, responding to and assisting constituents with matters before the State, answering constituent inquiries, including professional communications, telephone calls, and mail; attending local government and community meetings; staffing the Member and preparing event and meeting advances for the Member; attending meetings and events on behalf of the Member; preparing talking points for the Member; assist in maintaining the Member's social media; organizing/staffing Member's community coffees; and working with our internship program.

Responsibilities also include serving as a liaison between the district and the Member by maintaining an awareness of and involvement in district affairs and issues, and report back to the District Staff and Assemblymember as appropriate. The ability to work after normal business hours and some weekends is necessary as needed when legislative functions dictate.

The best candidate should have some familiarity with: the Member's priorities and bill package; District and state issues, current events, and relevant policy; establishing and maintaining relationships with local elected officials and community leaders; social media platforms. They must possess outstanding written and oral communication skills. Additionally they must be able to work efficiently and effectively under pressure and work under tight deadlines both independently and collaboratively.

The Assembly salary range for this position is \$3,932 - \$10,011 monthly. The successful candidate's salary for this position is anticipated to be established between \$3932 and \$5500 monthly. The candidate will need significant relative experience to reach higher into the range.

Contact: Submit cover letter and resume to tracy.krumpen@asm.ca.gov