



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Laurie Davies
Classification: Field Representative
Posted: April 1, 2024 (Updated July 19, 2024)

Assemblymember Laurie Davies is seeking a Field Representative based in her San Juan Capistrano district office. Under the direct supervision of the Field Representative and Chief of Staff, the Field Representative will serve as a liaison between the Assemblymember and constituents, district organizations, local governments, and state agencies. This includes, but is not limited to, monitoring any pertinent district or local issues, especially those involving state agencies and keeping the Assemblymember, Chief of Staff, and Sr. Field Representative informed.

Responsibilities include: constituent case management, event planning, cultivating and maintaining professional relationships with the community, local elected officials, businesses and community organizations on behalf of the Assemblymember; staffing the Assemblymember at community events, making presentations at events on behalf of the Assemblymember, and other duties as assigned. Qualified candidates should be proactive self-starters who possess strong communication skills and the ability to work independently, but also thrive in a fast-paced, collaborative team environment. Must have a valid driver's license and access to an automobile.

Knowledge of: District and state issues, current events, and relevant legislation; establishing and maintaining cooperative relationships with local governments, private interest groups, community-based organizations, and the general public. Familiarity with the 74th Assembly district and issues facing the region is desired.

Skills Desired: Candidates must have excellent written and oral communication skills, as well as an attention to detail. Additionally, must be able to communicate effectively and meet deadlines. The ideal candidate will be able to work efficiently and effectively under pressure, and work extended hours as necessary when legislative functions dictate. The salary range for this position is \$5,417 - \$7,845 monthly, with the exact compensation commensurate with experience.

Contact: Please email a cover letter, writing sample and resume to Donna Cleary, Chief of Staff at donna.cleary@asm.ca.gov