



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Harabedian

Classification: Field Representative

Posted: December 9, 2024

Assemblymember Harabedian is seeking a Field Representative to serve in his Pasadena District Office. Key responsibilities include but are not limited to: acting as the Member's representative by responding to a variety of constituent inquiries and problems, including professional, interpersonal communications, and responses to telephone calls and mail; attending local government, community, and private interest group meetings, producing reports describing key issues discussed; and making presentations at events on behalf of the Member.

The Field Representative will serve as a liaison between the district and the Member by maintaining an awareness of and involvement in district affairs and issues, reporting to the Member as appropriate; coordinates office procedures, routine correspondence, telephone inquiries, events, and special projects; assists in the research, public discussion, and drafting of legislation and amendments; complies with Assembly policies and rules as outlined in the Personnel Policy Manual; and does other Assembly related work as assigned. The ability to work after normal business hours and some weekends is necessary as needed when legislative functions dictate. Fluency in Spanish desired. Experience in communications and social media strongly preferred. The Assembly salary range for this position is \$5,417-\$7,845 monthly.

Contact: To apply please email a cover letter, resume, and a writing sample to District Director Declan.Floyd@asm.ca.gov with "Field Representative Position" in the email subject line.