



## CALIFORNIA STATE ASSEMBLY JOB LISTINGS

**Office:** Assemblymember Haney

**Classification:** Field Representative

**Posted:** November 30, 2022

**Monthly Salary Range:** \$3,709 to \$9,444

Assemblymember Matt Haney is seeking a Field Representative to join his San Francisco team.

**Duties include (but not limited to):** The Field Representative will perform a variety of duties including, but not limited to, responding to a variety of constituent inquiries and problems, including professional interpersonal communications, telephone calls, assist with media, communications, press, and mail; attending local government, community, and private interest group meetings and producing reports describing key issues discussed; and making presentations at events on behalf of the Assemblymember. Responsibilities also include serving as a liaison between the district and the Assemblymember by maintaining an awareness of and involvement in district affairs and issues, and reporting to the Assemblymember as appropriate; coordinating office procedures, routine correspondence, telephone inquiries, events; and other related work as assigned. Performs other duties and responsibilities as required.

**Skills Desired:** Knowledge of district and state issues, media and communications experience, current events, and relevant legislation; establishing and maintaining cooperative relationships with local governments, private interest groups, community-based organizations and other general public.

Candidates must possess outstanding written and oral communication skills, as well as a strong attention to detail. Superb writing skills and the ability to communicate clearly and concisely under tight deadlines. The candidate will be able to work efficiently and effectively under pressure, have a strong understanding of principles, functions, practices, and operations of the

California State Legislature, and proficient in Microsoft Office and PC's. Must have reliable transportation.

The ideal candidate will also have familiarity with the San Francisco issues facing the region is desired, be able to establish and maintain cooperative and professional relationships with the member, other legislative staff, representatives of interest groups and the general public as well as work extended hours as necessary when legislative functions dictate.

This is a full-time position, with salary commensurate with experience. The Assembly offers a comprehensive benefits package.

**Contact:** Please submit a cover letter and resume by email to [Abigail.RivamonteMesa@asm.ca.gov](mailto:Abigail.RivamonteMesa@asm.ca.gov), with HANEY FIELD REPRESENTATIVE APPLICATION in the subject line.