



CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assemblymember Anamarie Avila Farias

Classification: Field Representative

Posted: May 20, 2025

Monthly Salary: \$5,417-\$7,845 monthly. It is anticipated that the position will be filled at the start of the range, or by transfer of an existing Assembly employee.

Under the supervision of the District Director, works out of the District Office and acts within the district as a representative and liaison of the Assemblymember.

Duties: The Field Representative will perform a variety of duties including, but not limited to, responding to a variety of constituent services and inquiries, written correspondence, preparing Assemblymember's talking points; attending local government and community organization meetings, and producing reports describing key issues discussed; and making presentations at events on behalf of the Assemblymember. Additionally, coordination of meetings and events may be needed.

Knowledge of: District and state issues, current events, and relevant legislation; establishing and maintaining cooperative relationships with local governments, community-based organizations, and other general public. Familiarity with the 80th 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 under tight deadlines.

The ideal candidate will be able to work efficiently and effectively under pressure, work extended hours as necessary when legislative functions dictate, and be proficient in Microsoft Office and Excel. Bi-lingual Spanish speaker preferred.

Additional Information: The position is full-time and occasional weekend and after-hour work is required.

Contact: To apply, submit a cover letter and resume to Assemblymember Avila Farias at: Anamarie.AvilaFarias@asm.ca.gov.