

## **JOB ANNOUNCEMENT**

### **Senior Field Representative For Assemblymember Gail Pellerin, 28th District Santa Clara County**

The Office of Assemblymember Gail Pellerin is seeking a community-oriented and proactive individual for the position of Senior Field Representative for Santa Clara County. This portion of her district includes Los Gatos, Monte Sereno, Willow Glen, Cambrian Village, South San Jose, the Almaden Valley, Coyote Valley, and Morgan Hill.

#### Essential Duties:

- Oversee and manage district operations in Santa Clara County.
- Act as mentor and advisor to other district staff.
- Respond to constituent inquiries and concerns and provide casework assistance involving state agencies.
- Attend community and local government functions; communicate clearly and concisely on behalf Assemblymember Pellerin.
- Create and strengthen the Assemblymember's relationships and community presence.
- Identify, plan, and coordinate outreach events.
- Prepare background information and draft talking points for the Assemblymember's district meetings and events.
- Maintain an awareness and involvement in district affairs and issues.
- Other related work as assigned.

#### Qualifications:

- Excellent verbal and written communication skills.
- Strong public speaking skills
- Organized self-starter, strong problem-solving skills, detail-oriented, ability to think creatively and meet deadlines
- Ability to work efficiently and effectively both independently and as part of a team.
- Ability to work night and/or weekend hours as necessary to attend meetings and staff Assemblymember.
- Bachelor's degree in public policy, public administration, political science or a related field.
- At least two years of professional work experience.
- Previous experience working for an elected official preferred.

Salary is based on experience with full state benefits, including health, dental, vision care, as well as participation in the California Public Employees Retirement (CalPERS) program.

Please e-mail cover letter and resume to: [ashley.labar.@asm.ca.gov](mailto:ashley.labar.@asm.ca.gov).