



**ASSEMBLYMEMBER AL MURATSUCHI
66TH DISTRICT, CALIFORNIA**

**JOB OPENING
Senior Field Representative
Location: Torrance, CA**

The Office of Assemblymember Al Muratsuchi is seeking to fill a full-time job opening for a Senior Field Representative based in his Torrance District Office.

Position Description

The Senior Field Representative is primarily charged with representing the Assemblymember at community events and advising the Assemblymember, District Director and senior staff about high level local concerns and priorities. A Senior Field Representative meets frequently with constituents and local government representatives, monitor issues and community projects, and help design and organize events for Assemblymember Muratsuchi when he is in the district.

Successful candidates will possess strong communication skills, the ability to multitask, have attention to detail, the ability to prioritize in a fast-paced environment, work cooperatively and courteously with others and have the temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

Minimum Qualifications / Education Required:

- Office /administrative experience.
- Strong organizational skills and attention to detail.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, and Power Point.
- Strong communication, analytical, and organizational skills and attention to detail, as well as an ability to relate well with individuals of diverse backgrounds. The candidate must have impeccable customer service manners and good public speaking skills.
- Candidate must have a thorough understanding of government agencies and structure (city, county, state, and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.
- Candidates should demonstrate a positive attitude, commitment to excellence, upbeat demeanor, and flexibility.
- Candidate should have a bachelor's degree from an accredited four-year college or university.
- Employees will be eligible to receive health insurance, CalPERS, and other State Assembly employee benefits.
- Previous government work-experience is appreciated.
- Knowledge and/or familiarity of the South Bay of Los Angeles County or Assembly District 66 is preferred.
- Salary is based on experience.

To Apply:

Interested applicants should e-mail a résumé with references, cover letter, and two writing samples to Melissa.Ramoso@asm.ca.gov. Please write **Senior Field Representative Position** in the subject line. No phone calls or walk-ins accepted.

Deadline for submission is March 9, 2022.