

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
DISTRICT REPRESENTATIVE
OFFICE OF SENATOR BEN ALLEN**

BASIC FUNCTIONS:

The District Office of Senator Ben Allen relies on field representatives to support his outreach to constituents and community organizations. The field representative position requires significant internal and external responsibilities in Los Angeles, along with close collaboration with the Capitol Office in Sacramento. In addition to helping manage daily operations at the District Office, the field representative is responsible for providing invaluable, on the ground staffing at community events, public meetings, presentations, and other gatherings.

DUTIES:

The Field Representative will work directly with Deputy Chief of Staff and District Director to oversee District Office operations. Responsibilities include vetting and processing weekly and monthly calendar requests; preparing and submit all office Legislative Expense Forms; supporting and mentoring interns, drafting and disseminating congratulatory letters; preparing briefings for outreach events; working with Capitol and District Staff to ensure comprehension of legislation.; managing constituent casework; assisting with development of communications materials and digital outreach; preparing Certificates of Recognition and Resolution and other duties as required.

Field Representatives also plan and execute community events; prepare and review all briefing materials for district events and outreach opportunities; delegate event assignments to staff as appropriate; provide external affairs support as needed; communicate external affairs schedule with Capitol Staff; represent the senator at events and gatherings, including potential speaking and presentation opportunities; provide legislative updates to district community groups; seek out and build new relationships with key community stakeholders; maintain up-to-date understanding of local and statewide issues, with the ability to quickly synthesize and disseminate information.

DESIRABLE SKILLS AND KNOWLEDGE:

Desirable skills include enthusiasm for networking and relationship building; strong written and oral communications; adept at using digital media; willingness to take on any task as needed; ability to work well cross-office and outside of office; able to multi-task and manage time effectively, meet deadlines, and adapt to the changing priorities and fluid schedule; work well with varied personality types; well-developed understanding of the local and state government processes, with emphasis on California; ability to address and manage requests from the public, media, and other stakeholders. Federal or State legislative or city government experience, particularly in California, a plus.

POSITION QUALIFICATIONS/EDUCATION:

Applicants should have a background in public affairs, government, politics, and/or communications, with an attitude that 'no task is too small.' Enthusiasm and skill for relationship building and networking are essential. Impeccable writing and speaking skills are critical, and

digital outreach capabilities preferred The ability to keep a level head, meet deadlines, and manage time help ensure success in this role. Candidates with knowledge of California government and familiarity with the communities of the 26th District are preferred. An undergraduate degree in public policy, public affairs, communications, or related field; a master's or law degree are preferred. Ideal applicants would have prior work experience in public relations/affairs, government affairs, communications, community organizing or similar fields.

SALARY AND FILING DATE:

Applications will be accepted until the position is filled. Salary starts at \$3726 per month.

SUBMIT COVER LETTER, RESUME, AND WRITING SAMPLE TO:

Samuel Liu

Deputy Chief of Staff

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(310) 318-6994