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DISTRICT OFFICE
300 CORPORATE POINTE
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CULVER CITY, CA 90230
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COMMITTEES

Committee on Accountability
and Administrative Review
Committee on Appropriations
Committee on Budget
Committee on Health
Committee on Public Safety
Joint Legislative Budget

Employer: Assemblywoman Holly Mitchell
Position: Junior Field Representative
Job Type: Full Time
Location: Los Angeles District Office
Salary: Commensurate with experience; includes generous benefits package
Hours: 9:00am – 5:00pm; plus community events regularly in the evenings and occasionally on weekends
Start Date: ASAP

Employer Description:

Assemblywoman Holly Mitchell represents the constituents of the 47th Assembly District encompassing parts of Los Angeles and Culver City.

Job Responsibilities:

Work with the District Director to develop and implement proactive outreach plans for assigned geographic areas of the district. Create and strengthen the Member's relationships and presence in the community. Maintain, expand and utilize a database of community leaders and allies for assigned issues, constituencies and geographic areas of the district. Meet with local organizations and leaders on behalf of the Member to discuss community initiatives and priorities. Regularly attend community and neighborhood meetings and events, and present greetings and commendations on behalf of the Member when appropriate. Identify and monitor district issues and seek proactive opportunities for the Member's involvement. Report to the District Director.

Job Qualifications:

Organized self-starter with ability to work individually and as part of a team. Commitment to public and community service is essential. Excellent verbal and written communication skills, ability to listen attentively and respond promptly to concerns brought to the attention of Assemblywoman Mitchell by her constituents. Public speaking experience preferred. Necessary qualifications include problem-solving skills, attention to detail, as well as the ability to think creatively and to meet deadlines. Strong ties to the 47th Assembly District preferred.

Applications:

References required. **Please do not contact the office by phone.** Please fax or email resume, cover letter and a writing sample to:

Attn: Sydney Kamlager, District Director
RE: Junior Field Representative Position
Office of Assemblywoman Holly Mitchell

Fax: (310) 342-1078
Email: Sydney.kamlager@asm.ca.gov