

JOB ANNOUNCEMENT

Field Representative For

Assemblymember Mike Feuer, 42nd District

District Office

The Office of Assemblymember Mike Feuer is seeking a community-oriented and proactive individual for the position of Field Representative for the San Fernando Valley neighborhoods of Sherman Oaks, Studio City, North Hollywood, Valley Glen, Valley Village, Toluca Lake, and Universal City.

This person will serve as liaison to constituents, homeowners associations, neighborhood councils, businesses and local community groups.

Essential Duties:

- Make a priority of responding to a variety of public inquiries and concerns, which includes serving as a liaison for constituents with State agencies. Providing accurate, complete, and helpful information to constituents is essential.
- Attend meetings of community groups and local government, speak and communicate clearly and concisely about various positions on behalf of Assemblymember Feuer, liaison with community and report back with recommendations for action on issues of importance to the district.
- Responsible for tracking district priorities, recommending strategies for achieving those priorities, and executing various community outreach plans.
- Identify, plan, and coordinate neighborhood events, including advancing the site, writing memoranda, drafting talking points, and preparing background information.
- Maintain an awareness and involvement in district affairs and issues.
- Other related work as assigned.

Knowledge of/Ability to:

- Establish and maintain cooperative relationships with constituent groups, elected officials, government agencies, and business leaders.
- Verbally communicate one-on-one, in small groups and at public meetings effectively.
- Strong written communication skills - ability to research and draft memoranda, reports, and talking points.
- Access, input, and retrieve information from a computer - experience with Microsoft Word and standard Internet browsers.

- Work night and/or weekend hours as necessary in order to attend meetings and staff Assemblymember.
- Take initiative on projects and issues affecting the district.
- Work independently, efficiently and effectively in a fast paced environment.
- Understand and carry out directions.

Salary is commensurate with experience and salary history, within the range of mid-\$30,000s to \$49,000 and includes State benefits.

Please e-mail cover letter and resume to: Alexander.Ponder@asm.ca.gov

Alexander Ponder

District Director

Office of Assembly Member Mike Feuer

9200 Sunset Boulevard, PH-15

West Hollywood, California 90069

(310) 285-5490 Phone

(818) 902-0521 Phone

(310) 285-5499 Fax