

Constituent Advocate

SUMMARY:

The Constituent Advocate monitors and updates the Member and District Director on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Member and constituents and answers casework correspondence and verbal communications with constituents. This position will be mainly assigned outreach tasks and acts as a backup to the casework team as-needed. .

JOB FUNCTIONS:

- Acts as the representative for the Member within their area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, local agencies, and other stakeholders;
- Informs the Member and the District Director of all happenings in their assigned issue areas by screening district media sources and interacting with constituents and stakeholders;
- Handles casework assignments as-needed;
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Member and constituents;
- Represents the Member and office at local events, meetings, etc around the community;
- Drives and staffs the Member as needed;
- Monitors scheduled district meetings for the Member with constituents.
- Maintains a good working relationship with the Member, staff, and constituents;
- Participates in weekly check in with their managers, both for casework and outreach
- Works well under pressure and handles stress;
- Accepts performance-based criticism and direction;
- Works a flexible schedule including long hours, nights and weekends; and
- Performs other duties as assigned.

This is a non-supervisory position and reports directly to the District Director.

The Office is an equal opportunity employer, and as such is committed to building and maintaining an inclusive and diverse work environment. Candidates of diverse backgrounds and with second language skills are strongly encouraged to apply.

To be employed by a House office in a paid position in the continental United States an individual must:

1. *Be a U.S. citizen;*
2. *Be lawfully admitted for permanent residence and seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B);*
3. *Be (i) admitted as a refugee under 8 U.S.C. § 1157 or granted asylum under 8 U.S.C. § 1158 and (ii) have filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or*
4. *Owe allegiance to the U.S. (i.e., qualify as a non-citizen U.S. national under federal law).*