



## **Outreach Representative – St. Louis, MO**

**SUMMARY:** The Outreach Representative monitors and updates the Congresswoman and Outreach Director on district and local issues and is responsible for seeking opportunities for the Congresswoman and the office to maintain an active presence within the community. This position acts as a liaison to St. Louis community stakeholders for the member; establishes and maintains federal, district, and local agency relationships for the member and constituents; and answers casework correspondence and verbal communications with constituents.

**Reports to:** Outreach Director

**Direct Reports:** N/A

### **ESSENTIAL JOB FUNCTIONS REQUIRED:**

- Briefs the Congresswoman and the Outreach Director of key issues and areas of need within the district and identifies opportunities to engage with constituents and community partners;
- Communicates with colleagues across all teams as needed in the planning and execution of, and participation in outreach events in the district;
- Develops and maintains stakeholder relationships with St. Louis community organizations, interacting with constituents, and working with the Communications team as needed with district media sources;
- Assists with developing and implementing proactive outreach strategies to community stakeholder groups;
- Together with the Outreach Director, develops and maintains up-to-date community contact lists and facilitates community relationships with legislative and other staff;
- Represents the congressional office at community meetings, maintains current records of and reports on current community developments to the Outreach Director, and advises congressional office on outreach strategy;
- Assesses community developments as well as constituent casework for opportunities for legislative action and makes recommendations to the District and Legislative teams;
- Monitors and staffs scheduled district meetings for the Member with constituents as needed;
- Writes, develops, and briefs the Congresswoman on preparatory documents including memos and other background materials in preparation for constituent meetings and events;

- Handles casework assignments as needed;
- Maintains up-to-date files on all cases and categories of information of importance to the office;
- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Member, staff, and constituents;
- Accepts performance-based feedback and direction;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, some nights and weekends; and
- Performs other duties as assigned.

**SKILLS AND KNOWLEDGE REQUIRED:**

- Strong oral and written communication skills;
- Reliable, compassionate and kind;
- Have a love for people and a commitment to altruism;
- Conducts self, "ever conscious that public office is a public trust;"\*
- Proficiency in Office 365, Google Suite and Slack preferred;
- Comfortable speaking in public;
- Team player, flexible and easily adaptable to change;
- Feel comfortable asking questions;
- Working knowledge of legislative process and of House organization and procedures;
- Thorough knowledge of local, state and federal agencies and departments;
- Knowledge of all issues and events in the district in which the Member is involved;
- Temperament to communicate with a variety of personalities in a tactful and welcoming manner.
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Knowledge of office policies, practices, and procedures.

**WORKING CONDITIONS:**

- Field duties require work during regular office hours and some nights and weekends. Additionally, must be able to travel within the district and hold a valid driver's license.
- Employee must be able to work in a moderately noisy and crowded work environment without an expectation of privacy.

**ANNUAL COMPENSATION:** \$52,000-\$55,000 annually. Additional benefits include but are not limited to health insurance, student loan repayment, and 25 days paid time off.

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*Women, people of color, LGBTQIA+, unhoused people, formerly incarcerated individuals, and members of other marginalized communities are encouraged to apply. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, criminal history or parental status.*