



**CORI BUSH**  
CONGRESSWOMAN FOR MISSOURI'S 1ST

## **Community Engagement Specialist**

**SUMMARY:** The Community Engagement Specialist monitors and updates the Congresswoman and her congressional office on district and local issues. This position acts as a liaison to federal, district, and local agencies for the Congresswoman and constituents and answers casework correspondence and verbal communications with constituents.

*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.*

**Reports to:** Deputy District Director

**Direct Reports:** N/A

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

- Acts as the representative for the Congresswoman within their area of responsibility, including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Congresswoman and her congressional office of all happenings in their assigned issue areas by interacting with constituents and screening district media sources;
- Handles casework assignments;
- Acts as a liaison to local, state and federal officials and other persons or groups to form effective relationships for the Congresswoman;
- Assesses casework for problems requiring legislative action and makes recommendations to the District and Legislative teams;
- Monitors and staffs scheduled district meetings for the Congresswoman 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;
- Screens and refers cases, when appropriate, to other district offices;
- Assists with training interns and fellows to handle office matters such as logging incoming and outgoing correspondence, handling visitors, telephone calls, and computer operations;



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- Logs incoming and outgoing mail and incoming telephone calls relating to casework;
- Prepares periodic reports for the Deputy District Director and District Director on pending cases and district activities in their assigned issue areas;
- Continually screens active cases and acts as liaison with constituents to ensure that their cases are handled in a responsive manner;
- 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 Congresswoman, 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.

## **EDUCATION (OR EQUIVALENT EXPERIENCE):**

At least 3 years of experience; strong academic credentials. Alternatively, 5 years of related experience or training in casework or equivalent similar experience.

## **SKILLS AND KNOWLEDGE REQUIRED:**

- Strong oral and written communication skills;
- Reliable, compassionate and kind;
- Have a love for people and a commitment to altruism;
- Proficiency in Office 365, Google Suite and Slack preferred;
- 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.



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**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.

**COMPENSATION:**

The salary for the position is \$45k, along with a competitive benefits package that includes health insurance, dental, federal student loan payments (terms apply) and paid FMLA.