



Intro

On May 21, 2019, Jamie Gauthier won the primary election for Philadelphia City Council's 3rd District seat, and moves towards the general election, unopposed. In preparation for a presumptive win in the general election, the Jamie for West Philly campaign seeks to identify a talented and diverse team of candidates interested in staffing the 3rd District Councilmatic office beginning January 2020.

We aim to build a 3rd District team that prioritizes direct engagement with residents, transparency, accountability, responsiveness, shared decision-making with our constituents, the centering of the most vulnerable among us, passion for our work, and fun. We invite interested parties to submit qualifications in response to the roles we have outlined.

It is important to note that we are undertaking this exercise to identify candidates. No formal job offers will be extended prior to the November 2019 general election.

Role: Constituent Services Liaison/Special Assistant

The Constituent Services Liaison/Special Assistant will aid the Constituent Services Manager in delivering effective and responsive constituent services, engaging residents, and staying informed about the unique needs of residents and communities in the 3rd District. Additionally, the Constituent Service Liaison/Special Assistant will attend a variety of meetings and events with the Councilmember.

Duties and responsibilities

Responsibilities for this role will include:

- Effectively communicating with community members, and developing a comprehensive understanding of communities in the 3rd Councilmatic District.
- Interfacing with a constituent services program that tracks and monitors constituent communication, and providing necessary follow-up.
- Acting as the point of contact between the Councilmember and various individuals/organizations.
- Assisting Office Manager in managing complex calendars and appointments; arranging departmental meetings, programs, events, or conferences, including all logistics.
- Preparing and maintaining a variety of specific reports, databases, and presentations.
- Composing correspondence on behalf of the Councilmember.
- Coordinating work for special projects; researching and compiling information and data.
- Handling community requests and queries.
- Responding to constituent communications and helping constituents to resolve issues and concerns.
- Assisting in the planning of regular outreach meetings between various stakeholder groups and the Councilmember.
- Serving as advance for the Councilmember at community events.

Qualifications

- Valid Driver's License.
- At least 2-4 years community relations experience.
- Ability to regularly attend night and weekend events.
- Exceptional written and verbal communication skills.
- Excellent judgement and analytical skills.
- Ability to work cooperatively and courteously with others.
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Cultural competency and proven ability to work in a culturally diverse environment.
- Knowledge of Philadelphia and communities of the 3rd Councilmatic District will be required.
- Project management skills: ability to multitask, problem-solve, prioritize, delegate, and to create systems and processes.

Interested in this role? Submit your qualifications via this link by 6:00 PM, Friday, October 4, 2019:

<https://forms.gle/qjWThdzJ16yhGi5VA>