



## 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: Legislative Aide

The Legislative Aide will assist the Councilmember in successfully fulfilling their agenda and priorities by providing support services in the areas of research, public policy, relationship-building and communications. This position develops and plans legislative initiatives and monitors legislative developments within Committees and in City Council sessions. This position requires that the individual write floor speeches for the Councilmember, draft constituent correspondence for the Councilmember, and meet with constituents and special interest groups on behalf of the Councilmember, as it relates to the legislative agenda.

## Duties and responsibilities

Responsibilities for this role will include:

- Formulating legislative initiatives for assigned issue areas which include:
  - devising a legislative plan;
  - drafting the plan into legislative form;
  - planning, coordinating and scheduling introduction of legislation in City Council;
  - gathering support for legislation from other Councilmembers, as well as appropriate interest groups and constituents;
  - working with committees on legislation;
  - coordinating legislative support to get the bill passed in the Council.
- Tracking legislation and other developments in their assigned issue areas and briefing the Councilmember for floor work, committee work, work in the district, and outside Council-related activities;
- Working with Director of Equitable Development to align legislative priorities with inclusive growth and development agenda for the 3rd District.
- Monitoring legislative developments within committees and providing administrative support for committees assigned to the Councilmember; if assigned to issues pending before a specific committee, preparing for and attending committee meetings and hearings with or without the

Councilmember (i.e., keeps in contact with committee staff and meets with interest groups and constituents with interests in such meetings).

- Planning and coordinating co-sponsorship and support of other legislation.
- Monitoring legislation on the Council floor, providing the Councilperson with information on each vote.
- Writing floor speeches for the Councilmember.
- Acting as a liaison with committee and city agency staff(s).
- Meets with constituents and interest groups as it relates to legislative initiatives.
- Helps constituents on legislative matters.

### **Qualifications**

- A bachelor's degree or higher education level is required, Law or J.D. degree preferred.
- Some period of related experience or training in legislation or equivalent is strongly preferred.
- Experience in real estate, housing, zoning, economic development, and/or urban planning a plus.
- Comprehensive understanding of the legislative process and procedures, as well as the rules of City Council.
- Exceptional written and verbal communication skills; clearly communicate information, listen well and ask relevant questions.
- Excellent judgement and analytical skills.
- Cultural competency and proven ability to work in a culturally diverse environment.
- Ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the Councilperson.
- Knowledge of Philadelphia and communities of the 3rd Councilmatic District a plus.

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

<https://forms.gle/qjWThdzJ16yhGi5VA>