



## 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: Officer Manager

The Office Manager will organize and coordinate administrative duties and office procedures. The role will create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication, and safety.

## Duties and responsibilities

Responsibilities for this role will include:

- Performing office duties, including ordering supplies and managing a records database.
- Answering phones and routing calls to the correct person or taking messages.
- Opening, sorting, and distributing incoming mail, packages, emails, and other correspondence.
- Providing general administrative support.
- Welcoming and providing general support to constituents and visitors.
- Providing real-time scheduling support by booking appointments and preventing conflicts for Councilperson and Chief of Staff.
- Helping prepare for meetings and Council hearings.
- Maintaining office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Helping organize and maintain office common areas.
- Organizing travel by booking accommodations and reservations needs as required.
- Assisting with coordinating events as necessary.
- Maintaining office equipment as needed.
- Supervising and managing workflow for interns.
- Maintaining a good working relationship with the Councilperson, direct supervisor, colleagues, and constituents.

## Qualifications

- High School diploma/GED required; Some college or Bachelor's Degree a plus.
- Previous experience in an administrative role required.
- Highly proficient computer skills, especially with MS Word and Excel.
- Desire to be proactive and create a positive experience for others.
- Ability to organize a daily workload by priorities.
- Ability to meet deadlines in a fast-paced and quickly-changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Flexibility to occasionally attend night and weekend events.
- Exceptional written and verbal communication skills.
- Cultural competency and proven ability to work in a culturally diverse environment.
- Excellent judgement and analytical skills.
- 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>