



**Congressman Jesús “Chuy” García
D-IL 4th District**

Job Description: District Communications Coordinator & Outreach Liaison

The District Communications Coordinator and Outreach Liaison is essential to the overall communications efforts of the congressional office. This position is responsible for effectively maximizing communication about the Congressman’s accomplishments, priorities, and events to constituents, stakeholders, and local press throughout the District. This position requires excellence in communications, digital platforms activity, as well as community engagement. This position will also carry out duties to implement the district outreach strategy, community relations, and constituent services. This position reports to the District Director and Communications Director, and works closely with the communications, outreach, and constituent services teams.

QUALIFICATIONS:

- Excellent writing and editing skills in English and Spanish;
- Strong knowledge of organizations, institutions, and leaders in the 4th congressional district.
- Knowledge of 4th congressional district history and issues; and citywide issues.
- Knowledge of local and citywide reporters, bloggers, and media outlets.
- Ability to plan and edit visual material to support communications, including photos, video and graphics;
- Understand and implement best practices and most effective use of different communications and social media platforms;
- Understand how to use communications as a tool for community organizing and outreach among a wide variety of district stakeholders;

RESPONSIBILITIES:

- Act as a liaison to stakeholders, coalitions, constituents, and federal government agencies to develop and maintain effective relations;
- Provide input to communications calendar and implement District based communications projects;
- Work with the Communications Director to develop and maintain relationships with Chicago-based reporters, bloggers, communicators. Be able to schedule and staff interviews for member;
- Develop and maintain District communications contact list, including radio, TV, neighborhood news, bloggers, local news outlets. Coordinate with the DC Communications team;
- Develop a list of social media “influencers” in the district to follow and to invite as amplifiers of the member’s work;
- Work with District and DC staff to send targeted emails about Congressman’s work to groups of influencers and stakeholders in the district;
- Work in coordination with Outreach Manager to identify key constituent stories to highlight and share with DC Communications team;
- Help District Director plan events that have excellent visual and social media elements;
- Follow events and leaders in the District to regularly generate local and “personal touch” stories to highlight via Member communications;
- Coordinate local press engagement opportunities and events like press conferences, gaggles, etc.;
- Assist with planning and communications for major district events like town halls;
- Assist with planning and communications for rapid response projects;
- Assist with other communications, outreach and event projects as assigned;
- Work collaboratively with Outreach Manager and team to implement district-wide outreach plan based on assigned outreach areas
- Inform the District Director and Outreach Manager of timely and relevant updates of outreach areas; follow areas at the federal, state, and local levels.

- Meet regularly with stakeholders to gather insight and recommendations on policy impact; relay to District Director and Outreach Manager;
- Prepare periodic reports for communications, outreach, and casework efforts as established by respective teams
- Coordinate district events such as roundtables, townhalls, meetings, tours, corridor walks, etc. as needed with team;
- Maintain up-to-date files and status on all cases and outreach efforts;
- Work collaboratively with Constituency Services Manager on assigned casework based on respective areas;
- Meet attendance requirements as established by the office;
- Maintain a good working relationship with the Member, staff, and constituents;
- Perform other duties as assigned

EDUCATION/EXPERIENCE:

At least two years of community organizing, campaign, advocacy, communications or government experience. A post-secondary degree is preferred. Spanish-language fluency or proficiency is preferred.

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to perform essential job functions above;
- Ability to speak and write in proficient Spanish and English
- Strong oral and written communication skills;
- Strong leadership and organizational skills;
- Thoroughness and careful attention to detail;
- Knowledge and proficiency of office computer applications;
- Professional telephone manner;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Ability to work cooperatively and courteously with others;
- Knowledge of office policies, practices, and procedures;
- Ability to capture, analyze, and synthesize large amounts of information;
- Thorough 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; and
- Ability to exercise discretion and independent judgment in fulfillment of outreach efforts

WORKING CONDITIONS:

- Accepts performance-based feedback and directions;
- Works well under pressure and handles stress;
- Communications and outreach duties require work during regular office hours and some nights and weekends. Additionally, employee must be able to drive or travel in-district 50% time.
- Employee must be able to work in a moderately noisy and crowded work environment without an expectation of privacy.

Interested candidates must submit cover letter, resume and two work samples to: IL04Resumes@mail.house.gov