

The office of Congressman Jim Himes seeks outreach staffer based out of the Bridgeport, CT office. Applicants with strong ties to Fairfield County, Connecticut are preferred. The Office of Congressman Himes strongly values diversity and is an Equal Opportunity employer. Women, minorities, persons with disabilities and veterans are encouraged to apply. Please see job description below. Applications may be emailed to toct04jobs@outlook.com or myself.

Outreach Coordinator

JOB DESCRIPTION

- Develop and execute an outreach plan that maximizes the Member's exposure within the Fourth District.
- Work with the scheduling team, and when appropriate, district staff, to execute office sponsored events such as town halls, roundtables, and business walks. This includes, but is not limited to securing appropriate space, staffing, IT equipment and security, advising key stakeholders and local officials.
- Identify important events and potential business visits for the Member.
- Proactively develop and maintain relationships with business and civic leaders.
- Plan and implement established office events such as the Congressional Arts Competition, Valentines for Vets, the Congressional App Challenge, etc.
- Staff and drive the Member for district workdays.
- Represent the Member, when the Member is unavailable, at district functions and events.
- Manage the office's district written outreach efforts by overseeing the preparation of draft certificates and letters.
- As appropriate, undertake any other outreach opportunity as highlighted or assigned.

REQUIREMENTS

- Strong organizational and planning skills
- Interpersonal skills and the ability to work in a team-like setting
- Enthusiastic and self-starting
- Car and driver's license
- Strong writing ability
- Ability to work irregular hours, including potential nights and weekends, as determined by the demands of the office and the Member's schedule.