District Aide & Veterans Liaison

SUMMARY:

Primary responsibilities as a District Aide/Veterans Liaison include acting as a liaison between the Congressional Office and the veterans community, representing the office at public functions, and facilitating responses to a wide range of casework requests from military and veteran constituents. The individual holding this position is also responsible for keeping the Congressman current on local veterans issues and concerns. The casework responsibilities will require the Aide to learn the laws, regulations and intricacies affecting a constituent's case, as well as the procedures of the Congressman's office, in order to effectively advocate on behalf of the Congressman's constituents.

ESSENTIAL JOB FUNCTIONS:

- Act as the representative for the Congressman within her/his areas of responsibility including answering casework correspondence, meeting with constituents, verbal and written communications with constituents, and serving as a liaison with federal, district, and local agencies/organizations;
- Work with Constituent Services Director to address all cases within her/his areas of responsibility;
- Inform the Congressman and the District Director of notable happenings in his or her assigned issue areas;
- Assess casework for problems requiring legislative action and make recommendations to the Constituent Services Director and District Director;
- Execute the Veterans Town Hall initiative, one of the Congressman's signature annual events;
- Manage the process for vetting and selecting service academy candidates

EDUCATION/EXPERIENCE:

- Veterans of the United States Military, or family member of an active member of the military or veteran, strongly preferred
- Experience in constituent support services strongly preferred;
- Current or prior MA06 resident preferred;
- Bachelor's degree including strong academic credentials is preferred;
- Proficiency in languages other than English is a plus.

SKILLS AND KNOWLEDGE REQUIRED:

- Excellent oral and written communication skills;
- Strategic thinking with focus on execution;
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Ability to efficiently manage time and balance many tasks and priorities;
- Thrives in a fast-paced, high pressure environment;
- Ability to work on a team and collaborate.

Cover letters and resumes should be sent to TeamMoultonMA6@gmail.com.

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