

## Office of State Senator Jason Lewis

### Job Posting: District Director

**Start Date:** July 2018

**Position Title:** District Director

**Time:** 37.5 hours per week

**Position based in:** Boston, MA

**Reports to:** Chief of Staff

The District Director is responsible for representing the office of Senator Lewis in the six communities of the Fifth Middlesex district. The District Director attends meetings relevant to local officials; community groups; and the Senator's legislative and district priorities; and provides the Senator and staff with timely updates and specific follow up on action items. S/He engages in proactive outreach with our local officials; community leaders; and constituent service organizations to build relationships and learn about local needs and concerns. S/He is partners with the Senator and Chief of Staff to develop a plan to maximize opportunities for constituent and community engagement in order to better serve our communities and maximize the effectiveness of the office.

#### Primary Responsibilities

- Serve as the in-district face of Senator Lewis through availability to constituents, community leaders and others across the 5<sup>th</sup> Middlesex district
- Proactively identify and develop opportunities to receive feedback from the district
- Identify and attend key, regularly scheduled meetings in the Fifth Middlesex District, including but not limited to:--
  - o Municipal legislative body meetings
  - o Relevant School Committee and other Board meetings
  - o Community organizations
  - o Community groups relevant to ongoing district projects important to the Senator
- Build relationships with local officials, community leaders, and constituents.
- Provide timely and detailed summaries of meetings and events to the Senator and relevant staff.
- With the Chief of Staff, local officials, and relevant state agencies, develop and implement strategies for moving district projects forward
- Attend district office hours
- Attend events and meetings with the Senator, and take photos and/or video. Coordinate with Communications Director on social media posting and distribution to local media outlets.

#### Position Requirements

- This position is designed to be 37.5 hours per week, with the majority of that time spent in the district, which includes the Cities of Malden and Melrose, and the Towns of Reading, Stoneham, Wakefield and Winchester.
  - o These hours require flexibility, as it is expected that the District Director will make him or herself available for meetings and events as per the Senator's schedule. Night and weekend work should be expected regularly.
- Reliable personal transportation is required
- This is a position that is predominantly based on relationship building and expanding the Senator's ability to receive feedback from constituents and our communities. Therefore, a positive attitude, friendly and professional demeanor, and strong communications skills are required.
- Familiarity with the communities of the Fifth Middlesex district is preferred.
- Knowledge of and experience in the political or legislative process is preferred.

**To Apply:** Please email a resume, cover letter, and writing sample to [hiring.masenate@gmail.com](mailto: hiring.masenate@gmail.com), *by June 30<sup>th</sup>, 2018*

Senator Lewis's office values diversity and strives to create a welcome and inclusive workplace. The office is an Equal Opportunity Employer.