



MASSACHUSETTS STATE SENATE | DISTRICT DIRECTOR

SUMMARY:

Recently re-elected to her third term in the Massachusetts State Senate, Senator Becca Rausch (D-Needham) **is a proven champion of intersectional equity, strengthening our democracy, and stellar service to her constituents.** The District Director develops, maintains, and supports relationships between the Office of Senator Rausch and local and federal governments, constituents, commissions, organizations and other partners; serves as a liaison for the Senator throughout the district and with government agencies and offices related to constituent services; maintains a comprehensive understanding of important events and activities in the district; attends district events with and on behalf of the Senator; and manages casework correspondence and general constituent communications. The District Director reports to the Chief of Staff, with a dotted-line report to the Senator.

ESSENTIAL JOB FUNCTIONS:

- Schedule, plan, and coordinate district meetings and events.
- Conduct district meetings and attend district events with and on behalf of the Senator.
- Coordinate with the Chief of Staff to assist town officials, businesses, and organizations in resolving district issues.
- Maintain relationships with local officials, district stakeholders, and administrative agency liaisons.
- Monitor district newspapers, media outlets, social media, and other relevant news sources.
- Manage the Senator's calendar on days when the Senator is in the district.
- Provide staff support to the Senator at district events and meetings including pre-event briefings, preparation of talking points and other advance work.
- Inform and advise the Senator on district issues, events, outreach opportunities and economic and demographic trends.
- Coordinate the delivery of awards and citations on behalf of the Senator.
- Respond to district inquiries on legislation, policy, grants, and other information related to local needs.

OTHER DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Research legislation and budget issues.
- Respond to constituent requests for help resolving problems or for assistance in receiving services, products, or benefits from federal, state, local or private-sector providers.
- Assist the Chief of Staff with managing the Senator's emails.
- Prepare and draft emails, letters, citations, resolutions, and other documents for constituents and special events.

- Manage or perform administrative duties, e.g., answering phones, ordering supplies.
- Train and supervise office interns.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- One to two years of college or technical school and at least 1 year of relevant experience, or any of the following combinations of education and experience:
 - Bachelor's degree; or
 - At least 3 years of relevant work experience.
- Basic understanding of state government operations and the legislative process.
- Demonstrated experience and understanding of district issues, demographics, politics, stakeholders, and history.
- Excellent oral and written communication skills.
- Temperament to communicate with a variety of personalities in a tactful, positive, and professional manner.
- Ability to think critically and work both independently and as part of a team.
- Ability to produce quality work under pressure and in a fast-paced environment.
- Ability to maintain a flexible schedule including working extended hours, possibly on nights and weekends.

PREFERRED QUALIFICATIONS:

- Bachelor's degree and at least one-year relevant experience;
- Strong knowledge of and relationships to the Senator's district;
- Comprehensive understanding of local, state, and federal political processes;
- Experience providing guidance, supervision, and mentorship to staff and interns;
- Working knowledge of Spanish and/or Portuguese;
- Database management experience and other technology skills;
- Experience conveying policy positions and legislative votes to an ideologically diverse audience;
- Ability to work cooperatively and courteously with others;
- Professional telephone manner;
- Strong organizational skills and thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities;
- Access to a vehicle to staff in-district events; and
- Thorough knowledge of office administration, policies, practices, and procedures.

SALARY AND BENEFITS:

The salary range for this position is \$57,363-\$77,147; salary will be commensurate with experience. Benefits include generous health, dental, and vision benefits, paid sick and family leave, 10 days paid vacation, federal and state holidays, and paid sick days. The accepted candidate will be responsible for providing health insurance for themselves for up to the first 60 days of their employment.

To apply for this position, please email your resume and a cover letter to Madelein McCormick, Chief of Staff, at Madelein.McCormick@masenate.gov with “District Director Application” in the subject line. Applications will be reviewed on a rolling basis until the position is filled. Submit by Friday, January 27, 2023, for priority consideration.

Equal opportunity employer. Candidates of diverse backgrounds are strongly encouraged to apply.