

Ohio Regional Representative:

Based in the greater-Dayton area, the regional representative serves as the liaison between the Senator and his constituents, local organizations, community organizations and elected officials representing local and state government in southwest Ohio.

Direct Supervisors:

Reports to SW Regional Director and State Director

Essential Duties and Responsibilities:

- Attend regional events and meetings with the Senator as assigned; and prepare briefing materials in advance on important contacts and issues. Additionally, where appropriate, s/he will work with policy staff to obtain the information needed to answer questions or concerns directed to the Senator.
- Represent the Senator by attending regional events and meetings on his behalf which may include public speaking or certificate presentations.
- Possess strong awareness of local issues in the region by reviewing media sources and constituent input on a daily basis, as well as maintaining regular contact with key opinion leaders in the region—e.g., attending community group meetings, events, etc.
- Provide regular updates to the Senator, State Director and SW Regional Director on any pertinent constituent concerns and/or issues within the region—e.g., prepare weekly reports on meetings and events attended.
- Communicate Senator's policy positions, as appropriate, to constituents, local government officials, organizations, and community groups.
- Develop an outreach plan to develop and strengthen office contacts with constituents, public officials, organizations and entities in your region.
- Work collaboratively with other team members to plan and coordinate outreach events.
- Perform other duties as assigned.

Skills and Knowledge Required:

- Strong interest in public service.

- Ability to communicate with a variety of personalities in a tactful, pleasant and professional manner.
- Strong organizational skills.
- Ability to exercise discretion and sound judgment in fulfillment of responsibilities.
- Excellent oral and written communication skills.

Interested candidates should submit a resume and letter of interest to ohfederaljob@gmail.com. Applications will be accepted until March 25, or until the position is filled.