

DEREK KILMER

Proudly Representing Washington's 6th District

JOB DESCRIPTION

**DISTRICT REPRESENTATIVE – Olympic Peninsula
Office of US Representative Derek Kilmer (WA-06)
Location: Grays Harbor, Clallam, and Jefferson Counties**

SUMMARY:

The Olympic Peninsula District Representative acts as a liaison to federal, district, and local agencies for Rep. Kilmer and constituents within Grays Harbor, Clallam, and Jefferson Counties. The District Representative is responsible for developing a strong constituency outreach program, representing Rep. Kilmer at meetings and events, and shaping Rep. Kilmer's district schedule.

Qualified applicants should have prior professional experience, reliable transportation, and be prepared to work in a fast-paced office that frequently requires non-traditional work hours, extensive district travel, and remote work.

The office is an equal opportunity employer; we do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, gender identity or expression, or sexual orientation. Salary is approximately 50k, depending on experience with federal benefits.

This position is full time, though consideration may be given to qualified part-time applicants.

Please, no phone calls or drop-ins.

ESSENTIAL JOB FUNCTIONS:

- Acts as the representative for the Member within Grays Harbor, Clallam and Jefferson Counties, including answering constituent correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies;
- Informs the Member and the District Director of all happenings in their assigned issue areas by screening district media sources and interacting with constituents;
- Acts as a liaison to local, state, and federal officials and other persons or groups to form effective relationships for the Member;
- Monitors scheduled constituent meetings for the Member within the district;
- Prepares periodic reports for the District Director on local issues and district activities in his or her assigned issue areas;
- Meets attendance requirements as established by the office;
- Maintains a good working relationship with the Member, staff, and constituents;
- Works well under pressure and handles stress;

- Works a flexible schedule including long hours, nights, and weekends; and
- Performs other duties as assigned.

EDUCATION/EXPERIENCE:

Post-secondary education is strongly preferred but not required. At least one year working in an office setting that interacts with the public is beneficial. Knowledge and/or ties to the Olympic Peninsula strongly preferred.

SKILLS AND REQUIREMENTS:

- Strong oral and written communication skills;
- Professional telephone manner;
- Ability to communicate with a variety of personalities in a tactful, pleasant, and professional manner;
- Knowledge of all issues and events in the district in which the Member is involved;
- Thoroughness and careful attention to detail;
- Ability to exercise discretion and independent judgment in fulfillment of responsibilities;
- Ability to perform the essential job functions above;
- Ability to work cooperatively and courteously with others;
- Knowledge of office computer applications; and
- Proficiency in word processing.

QUESTIONS OR TO APPLY:

- Questions or resumes should be sent to Rep. Kilmer's District Director, Andrea Roper at Andrea.Roper@mail.house.gov