

**Connecticut General Assembly**  
**JOB OPPORTUNITY**  
**Constituent Engagement Coordinator – House Democratic Office**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Hartford

**Hours:** Full-Time

**Closing Date:** January 25, 2022 by 5:00pm

**General Experience:**

Keep the essential day-today functions of the legislative office running smoothly. Responsibilities include providing case management, managing the legislator's calendar, scheduling meetings, responding to constituent emails and phone inquiries, drafting and sending newsletters and mail, conducting research, maintain database. Assist with prepping legislators for hearings, and meetings with lobbyists and stakeholders. Aides are held to high level of professional conduct, as they are expected to represent legislators and the caucus in district and in the community.

**Required Skills:**

- Strong verbal and written communications skills.
- Ability to work communicate with members and colleagues effectively and provided and receive feedback.
- Self-starter and motivated.
- Organized with the ability to balance and track multiple projects at once.
- Ability to work under tight deadlines in a fast-paced environment, excellent time management and attention to detail
- Ability to follow-up and complete task.
- Ability to stay calm under high stress environment.
- Monitor and track legislation for members

The description may not be inclusive of all assigned duties, responsibilities, or aspects of the position.

**Application Instructions:**

Please send a resume and cover letter to [Mandi.Careathers@cga.ct.gov](mailto:Mandi.Careathers@cga.ct.gov) by 5:00 pm January 25, 2022.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.