

Connecticut General Assembly
JOB OPPORTUNITY
Constituent Engagement Officer (Entry Level) – 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: December 7, 2018

General Knowledge:

The Connecticut House Democratic Office is seeking an Entry Level Constituent Engagement Officer to facilitate frequent constituent communication and to organize in-district activities for House Democratic Legislators.

Preferred Skills and Ability:

The ideal candidate has the ability to operate independently and exercise judgment, is detail oriented with good organizational skills, has demonstrated skills in written and oral communications, and has general knowledge of legislative policies and procedures, other state and government agencies and public policy issues. Experience with Outlook and Word required.

General Experience:

Responsibilities include planning and organizing work according to legislative schedule, office or standard procedures, developing and executing outreach plan for legislators, establishing partnerships by collaborating with constituents, towns, community businesses, organizations and agencies, screening, directing, and following up on incoming correspondence or calls, and maintaining Constituent Management Service (CMS) records for assigned legislators.

Application Instructions:

Please send a resume and cover letter by 5:00 pm December 7, 2018 to HDOCEOSearch@cga.ct.gov.

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.