

Connecticut General Assembly
JOB OPPORTUNITY
Mail Operations 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: May 20, 2022 by 5:00pm

General Knowledge:

The Connecticut House Democratic Office is seeking a Mail Operations Coordinator who will plan, direct and assume responsibility for all mailing activities for the house democratic legislators and staff.

Examples of Duties:

- Coordinates the distribution of house democratic legislative publications;
- Maintains the mail room and mail equipment;
- Distributes a variety of legislative correspondence;
- Stuffs and labels mailings;
- Provide support for legislators and staff;
- Ensures quality control;
- Reviews work requests for compliance with house mailing policies;
- Performs other related duties as required.

Application Instructions:

Please send a resume and cover letter to Mandi.Careathers@cga.ct.gov by 5:00pm May 20, 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.