

Director of Constituent Services / Legislative Aide

OFFICE of NJ SENATOR BOB GORDON

SUMMARY:

New Jersey State Senator Bob Gordon seeks a detail-oriented and highly motivated candidate to oversee constituent relations in his Fair Lawn district office. The Director of Constituent Services will act as a liaison to federal, state, and local agencies for the Senator and constituents, and will work directly with district residents, connecting them to services offered by government agencies and organizations. The ideal candidate will need to exhibit great patience and tact when assisting constituents, and will have some knowledge of New Jersey State government. A bachelor's degree is mandatory. Compensation will be based on education and experience.

JOB RESPONSIBILITIES:

- Responsible for directing the office's constituent relations, including representing district residents in matters before government agencies, social service agencies, and private companies.
- Act as liaison to state departments, agencies, and private companies to resolve constituent issues, answer questions, and address concerns.
- Track and draft responses to verbal and written correspondence regarding pending state legislation and policy issues. Includes research of legislative issues.
- Assist with communications and community outreach, including drafting of press releases, grant support letters, and posts for the Senator's social media accounts (Facebook and Twitter).
- Attend community meetings and events on behalf of the Senator, including occasional nights, weekends, and certain holidays.
- Accompany the Senator on occasional trips to the Statehouse in Trenton for legislative meetings and voting sessions.
- Manage the Senator's internship program.

TO APPLY:

Interested candidates should send a brief cover letter and resume to SenGordon@njleg.org, or P.O. Box 398, Fair Lawn, NJ 07410.