

1. Legislative Correspondent Opening:

The Office of **Congressman G. K Butterfield (D-NC)** seeks an energetic and organized Legislative Correspondent to join the Washington, DC office. The Legislative Correspondent will be responsible for answering constituent mail and e-mail and will coordinate with legislative staff to prepare responses. The Legislative Correspondent will organize and sort all incoming constituent inquiries and will ensure that outgoing responses are sent in a timely manner. This position also monitors all incoming correspondence, analyzes trends, and reports findings to senior staff and the Congressman.

Additional responsibilities include greeting visitors, answering the telephone, responding to constituent requests for general information, and handling other inquiries. This position also assists with miscellaneous administrative and legislative duties at the request of staff or the Congressman.

Any interested candidate must be an excellent writer, have a demonstrated interest in legislative issues, be detail-oriented, have the ability to manage multiple and competing tasks, and have excellent organizational and proofreading skills.

North Carolina ties, Capitol Hill experience, and experience using Intranet Quorum (IQ) are preferred, but not required.

Any interested applicant should be a team player.

Applicants should submit their resume, cover letter and two work product samples [here](#).

2. Digital Media Assistant Opening:

The Office of **Congressman G. K. Butterfield (D-NC)** seeks an energetic, organized, and creative Digital Media Assistant to join the Washington, DC office. The Digital Media Assistant will be responsible for assisting the communications team with digital outreach.

Responsibilities include producing graphics and videos to amplify the Member's legislative work, as well as leading photography at events. The assistant may also be responsible for answering the phones, leading Capitol tours, preparing letters of greetings, condolences, and congratulations on behalf of the Member, and other tasks as needed.

Candidates must be excellent writers, have a demonstrated interest in digital media work, be detail-oriented, and have an ability to manage multiple competing tasks. Must be proficient in photo editing tools, e-newsletter platforms (i.e. Constant Contact, IQ, and Mail Chimp), graphic design tools (i.e. Photoshop and Canva), and video editing tools (i.e. iMovie and Premiere Pro).

North Carolina ties and Capitol Hill experience preferred, but not required.

Applicants should submit their resume, cover letter and two work product samples [here](#).

3.Outreach and Constituent Services Representative (Durham, NC or Wilson, NC District Office)

Overview

The Office of Congressman G. K. Butterfield's mission is to improve the lives of our constituents by being a strong advocate for their needs and providing excellent constituent service.

The Outreach and Constituent Services Representative will help the Office achieve its mission by working with other staff to implement a strategic outreach plan throughout the First District, and assist with the management of the office. This position also acts as a liaison to federal, district, and local agencies for constituent casework. This position is based in Durham, NC or Wilson, NC.

Specific Responsibilities

Outreach

- Attends meetings and events to increase the visibility of the Congressman and his office.
- Helps identify district events that should be added to the Congressman's schedule and makes recommendations to the Director of Community Engagement.
- Maintains a calendar of community events and recommends attendance by district staff.
- Staffs the Congressman while in the district, which may require work on evenings and weekends.
- Screens district media, and interacts with constituents, to identify and disseminate information about important issues impacting the district.
- Maintains a database of local organizations, community leaders, and religious institutions.
- Prepares documents that will be presented at events.
- Prepares briefing materials for the Congressman before district events.
- Documents events including taking notes, photos and recording videos.

Constituent Services

- Acts as the representative for the Congressman within his or her area of responsibility including answering casework correspondence, meeting with constituents, verbal communications with constituents, and serving as a liaison with federal, district, and local agencies.
- Handles casework assignments and acts as liaison with constituents to ensure that their cases are handled in a responsive manner.
- Maintains up-to-date files on all cases and categories of information of importance to the office.
- Helps coordinate tours for families of the District and process Flag requests.
- Prepares condolences, certificates, proclamations, letters of recommendation and support, birthday and anniversary acknowledgements, and other special recognitions and greetings on behalf of the Congressman.
- Answers constituent calls throughout the day, answers constituent requests for general information, and records callers' opinions.
- Helps to coordinate events such as Congressional Arts Competition, Service Academy Nominations and Town Hall events.

Administrative

- Helps with general administrative support for staff, specifically the Systems Administrator, Scheduler, District Director, and the Congressman.
- Works with staff to procure supplies and equipment, and to maintain and update office equipment inventory

EDUCATION (OR EQUIVILANT EXPERIENCE):

Strong academic credentials; work requires administrative and organizational skills generally acquired through completion of a bachelor's degree program. Alternatively, an equivalent combination of relevant education and experience will be considered.

SKILLS AND KNOWEDGE REQUIRED:

- Have strong North Carolina ties, particularly in Durham and/or the eastern North Carolina.
- Have a strong commitment to public service and willingness to work with a diverse population.
- Strong oral and written communication skills.
- Interest in the legislative process and House organization and procedures.
- Interest in local, state and federal agencies and departments.
- Knowledge of important issues in the district.
- Professional telephone matter.
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Be willing to drive long distances throughout a large and mostly rural district.
- Thoroughness and careful attention to detail.
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities.

HOW TO APPLY:

Representative Butterfield is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Interested candidates should upload (1) a resume (no longer than 1 page) and (2) a cover letter (no longer than 1 page) at this [link here](#).