

**Connecticut General Assembly
JOB OPPORTUNITY
Outreach 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: Friday, November 11th

General Knowledge:

The Connecticut House Democratic Office is seeking an Outreach Coordinator who will assist legislators by initiating community outreach projects for a variety of districts. This person will work alongside legislators, constituent engagement coordinators, press aides and our digital communications department daily to execute outreach events.

Skills and Experience:

Requires a bachelor's degree, or at least 2 years of experience in a related field or any equivalent combination of education and experience. Requires attention to detail, good organizational skills, plus a working knowledge of legislative policies and procedures. The ideal candidate is a strong writer, proactive, and willing to work on tight deadlines with limited notice. Must have the ability to multitask, work well individually and on a team, strong communication skills, ability to think proactively, and demonstrate close attention to detail. Previous experience working in community engagement is preferred.

Responsibilities:

Actively participates in weekly outreach meetings to develop new events for legislators. Initiates weekly/biweekly meetings with their legislator's team to discuss upcoming outreach events. Attends meetings/events alongside or on behalf of the legislator. Creates a written memo for each event. Effectively executes outreach events in the communities. Works on other projects as assigned by, and at the direction, of the Outreach Director.

Application Instructions:

Please send a resume, cover letter, and a brief writing sample to HDOapplicant@cga.ct.gov with the subject **Outreach Coordinator Position**

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.