



**Job Description**  
**REGIONAL DIRECTOR – MISSOULA, MONTANA**  
**Office of US Senator Jon Tester**

**SUMMARY:**

The Office of Senator Jon Tester seeks a qualified Regional Director for Missoula, Montana. The Missoula Regional Director reports to the State Director. Responsibilities include serving as a liaison between the Senator's office and the region; representing the office at public functions; and facilitating responses to a wide range of requests from constituents, local leaders, and elected officials. This individual is also responsible for keeping the Senator current on issues and concerns within the Missoula Region.

**ESSENTIAL JOB FUNCTIONS:**

- Direct supervision of Field Representative when applicable.
- Act as the Senator's liaison to all government, community, and constituent groups and leaders in assigned region and/or issue areas.
- Coordinate and implement outreach office hours within region or issue areas.
- Monitor developments, opinions, and concerns of government, community and constituent groups and leaders within the region.
- Organize and accompany the Senator on road trips in assigned geographic areas or relating to assigned issue areas.
- Attend civic meetings, community events, and other events to represent the Senator in his absence.
- Deliver and coordinate the delivery of speeches, messages, and recorded messages in state when the Senator cannot be present.
- Stay abreast of current legislative and non-legislative issues relating to assigned region or issue areas.
- Evaluate the need to meet with representatives of federal, state, and local agencies to fulfill the Senator's legislative agenda and to address constituents' concerns, and schedule and attend these meeting.
- Find ways to leverage federal resources to fix problems and improve the lives of constituents from the communities within their region.
- Keep consistently attuned to the needs of the communities within their region.
- Perform other duties as assigned by the State Director.
- Conduct constituent casework.

**SKILLS AND KNOWLEDGE REQUIRED:**

- An understanding of region.
- Superior organizational skills.
- Strong writing and proofreading skills.
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.
- Ability to work well under pressure and enjoy a fast-paced work environment.
- Eagerness to accept performance-based criticism and direction.
- Enthusiasm for working a flexible schedule including occasional long hours, nights, and weekends.
- Able to balance multiple tasks and projects.
- Attention to detail.
- Able to work independently
- Knowledge of office computer applications and proficiency in word processing.

**APPLICANT CHARACTERISTICS:**

- Enthusiastic
- Outgoing
- Motivated
- Adaptable
- Creative
- Exercise discretion and independent judgment in performance of duties.

**WORKING CONDITIONS:**

- Work environment typically described as high pressure, team-based, and collaborative.
- Work is mainly performed in an office environment.

Qualified applicants should submit a cover letter and resume to Pam Haxby-Cote at [pam\\_haxby-cote@tester.senate.gov](mailto:pam_haxby-cote@tester.senate.gov)

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