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 meetings.
- 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

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