Job Announcement: Part-Time Constituent Liaison

The Office of Pittsburgh City Councilwoman Natalia Rudiak is seeking applicants to fill the part-time position of Constituent Liaison. Councilwoman Rudiak represents Council District 4 in the City of Pittsburgh, which includes Beechview, Bon Air, Brookline, Overbrook, Carrick, and part of Mt. Washington. Councilwoman Rudiak was first elected to office in 2009, and re-elected in 2013.

More information is available on our website at www.pittsburghpa.gov/district4

Position Overview

The District 4 Council office has 2 full-time staff, a part-time employee, and varying numbers of work-study employees and interns throughout the year. Team Rudiak is committed to providing excellent services and assistance to residents, maintaining positive relationships with community stakeholders and colleagues, and pursuing new policies, community development projects, and public safety campaigns that benefit District 4 and the City.

The Constituent Liaison will assist the Community Relations Manager and the Chief of Staff with a variety of tasks. The work is often a mix of helping constituents connect with necessary services, compiling memos on more complex issues, and writing letters and proclamations of Council.

Major Responsibilities

- Receive and process constituent requests via phone and e-mail
- Write letters, memos, other correspondence for City departments and community orgs, as necessary
- Correspond with City staff and other regional entities to solve complex constituent issues
- Track cases via 3-1-1 and an internal content resource management program (zoho)
- Write Proclamations of Council

Requirements

- Applicants must hold an undergraduate degree.
- Applicant must have excellent writing and verbal communication skills.
- This position is part-time and requires a commitment of about 20 hours/week.
- City of Pittsburgh residency must be verified prior to hiring, and maintained throughout employment.

Preferred Qualifications

The ideal applicant will have experience in public service and/or social work, and will enjoy working collaboratively to solve problems. The position will demand an ability to think strategically, and meet tight deadlines. Women and minorities are encouraged to apply. Residency within District 4 is viewed favorably.

Workplace Culture

Team Rudiak is committed to maintaining a culture of collaboration. Staff hold themselves and each other accountable to the highest standards of integrity and public service. The Council District 4 office is a friendly and fast-paced work environment, and we support the professional development of our staff.

Compensation & Benefits

This position will be paid hourly, and the rate will be competitive and commensurate with experience.

Application

To apply, send the following to Ashleigh Deemer, Chief of Staff to the Councilwoman: ashleigh.deemer@pittsburghpa.gov

1. Your resume

2. A brief letter explaining your interest in the position

3. A writing sample no longer than two pages. Please refrain from submitting theoretical or technical writing. Provide context, such as intended audience, at the beginning of the sample.

Please, no phone calls. All applications will receive follow-up communication when relevant action is taken on the position.