

## **Community Outreach Assistant**

The office of Pittsburgh City Councilwoman Deb Gross is currently accepting applications for the position of Community Outreach Assistant. This **part-time** (20-30 hours per week) position will be tasked with providing community outreach and communications support to the constituents of City Council District 7. This position will report to the chief of staff and member of Council.

### **Responsibilities will include:**

Answering constituent phone calls

Tracking and resolving constituent cases received by the office

Drafting the office's monthly e-newsletter

Contributing to social media outreach efforts

Drafting articles on behalf of the office for neighborhood and community newsletters

Working with the chief of staff to create an office media plan

Writing proclamations

Tracking and recording constituent cases in the office's online database

Tracking media coverage of Councilwoman Gross and District 7 issues of relevance

Attending roughly one evening community/neighborhood meeting in the District each week on behalf of Councilwoman Gross and the District 7 office

Maintaining the office's website

Researching, tracking, and facilitating the acquisition of funding streams for neighborhood groups and projects

Conducting policy research as needed

### **Qualifications:**

Competitive candidates should either hold or be active in the process of earning a bachelor's degree in a social science-focused, economic/community development-related, and/or writing-intensive discipline such as (but not limited to): sociology, social work, public policy, political science, philosophy, history, journalism, communications,

business, marketing, urban studies, urban planning, design, architecture/architectural studies, or economics.

An interest and/or background in community development, social work, communications, public policy, and politics

Experience with database management software and grant-writing and public/private funding streams preferred

General knowledge regarding Pittsburgh City Council, local government, and community development preferred

**The ideal candidate will possess:**

Strong attention to detail

Excellent written and verbal skills

Customer service experience

Familiarity with strategic communications

Grassroots outreach experience

The ability to adapt to a dynamic, fast-paced work environment

The ability to be able to perform under pressure and meet deadlines

Self-driven project management skills

Excellent diplomatic skills and political intuition

An intimate familiarity with District 7 neighborhoods

A strong interest in public service

A sense of humor and the willingness to learn and grow

This is an ideal position for current or recently graduated undergraduate or graduate students, or to augment existing income. Preference will be given to candidates willing to commit to at least one year working with the office. Hourly rate will be dependent on past experience and qualifications. Working hours for this position will be flexible, with a final schedule for the position able to be crafted by the candidate in conjunction with the chief of staff within the regular business week and working hours (M-F, 8:30am-5pm).

Interested candidates should email a resume, cover letter, and 200-400 word writing sample on the topic of their choice to [nathaniel.hanson@pittsburghpa.gov](mailto:nathaniel.hanson@pittsburghpa.gov) by the close of business on Friday, May 16<sup>th</sup>.