

Southcentral Wisconsin Regional Representative
U.S. Senator Tammy Baldwin

U.S. Senator Tammy Baldwin is seeking a Regional Representative to act as her liaison to organizations, businesses and individuals in South Central Wisconsin, and advise her and her staff on community and regional developments.

Qualified candidates will possess strong time management and organizational skills, have the ability to self-direct and have knowledge of important issues and events in South Central Wisconsin. Desired qualities include the skills to communicate effectively and professionally with the diverse people of the region; the ability to occasionally speak in front of people, groups and organizations; and collaborate effectively in a hybrid work environment.

Interested applicants should send a resume, cover letter, references and salary requirements to BaldwinRegionalRep@gmail.com. **Please apply by July 27, 2021.**

Veterans and traditionally underrepresented groups are encouraged to apply.

The Office is an equal opportunity employer in accordance with the requirements of Senate Rules, regulations and applicable federal laws. The Office does not discriminate on the basis of an individual's race, color, religion, sex, national origin, age, disability, genetic information, uniformed service, sexual orientation, gender identity or any other factors prohibited by applicable federal law.

Office of U.S. Senator Tammy Baldwin
Southcentral Regional Representative
July 2021

Job Summary:

The Southcentral Regional Representative acts as the Senator's liaison to organizations, businesses and people in Southcentral Wisconsin, and advises the Senator and colleagues on community and regional developments.

Job Duties and Responsibilities:

- Acts as the representative for the Senator in Southcentral Wisconsin;
- Establishes and maintains relationships with government units, community organizations, constituent groups, individual constituents and leaders in Western Wisconsin;
- Consults with the Director of Outreach on initiating meetings with individuals, businesses, organizations, and representatives of federal, state and local agencies to support the Senator's legislative agenda and to address constituents' concerns;
- Accompanies and staffs the Senator when she is in Southcentral Wisconsin or outside the region as assigned;
- Submits after-action reports from the Senator's events including any needed legislative, communication, casework, or scheduling follow-up;
- Assists in creating and maintaining strategic lists of constituents and groups in the office database to foster communication on priority issues;
- Works with the State Director, Director of Outreach and Constituent Services team to identify strategic opportunities for the Senator;
- Assists the State Scheduler in planning and implementing the Senator's schedule in Southcentral Wisconsin by providing relevant background information, site recommendations and suggestions on constituent meetings;
- Assists the Senator in planning state events to highlight her legislative agenda;
- Monitors regional developments and opinions of community, government and constituent leaders;

- Attends civic meetings and community events to represent the Senator;
- Remains abreast of current legislative and local issues relating to Southcentral Wisconsin, and keeps the Senator and staff informed of those issues;
- Submits weekly report highlighting relevant outreach activities;
- Exercises discretion, confidentiality and independent judgment in the performance of his/her duties.

Skills and Knowledge

- Associate Degree and/or extensive related experience/training in public policy and outreach;
- Strong oral and written communication skills;
- Familiarity with the issues and events in Southcentral Wisconsin;
- Comfort occasionally speaking in front of people, groups and organizations;
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner;
- Demonstrated teamwork skills in a hybrid work environment;
- Strong time management and organizational skills and ability to self-direct;
- Thoughtful and careful attention to detail;
- Working knowledge of legislative process and of Senate organization and procedures;
- Knowledge of local, state and federal government agencies and departments;
- Knowledge of computer databases, systems and office computer applications;
- Access to reliable transportation with which to travel in assigned geographic area.

Salary: Commensurate with experience.