

**Western Wisconsin Regional Representative**  
**U.S. Senator Tammy Baldwin**

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

Qualified candidates will possess strong time management skills, have the ability to self-direct and have thorough knowledge of important issues and events in Western Wisconsin. Desired qualities include the temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner; the comfort to speak in front of people, groups and organizations; and the ability to work cooperatively and courteously with others.

Interested applicants should send a resume, cover letter, references and salary requirements to [BaldwinRegionalRep@gmail.com](mailto:BaldwinRegionalRep@gmail.com) or 30 W. Mifflin St., Suite 700, Madison, WI 53703.

Veterans, women and minorities 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**  
**Western Regional Representative**  
December 2018

**Job Summary:**

The Western Regional Representative acts as the Senator's liaison to organizations, businesses and individuals in Western Wisconsin, and advises the Senator and relevant staff on community and regional developments.

**Job Duties and Responsibilities:**

- acts as the representative for the Senator in Western 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 Western 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 Intranet Quorum 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 Western 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 Western 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 Required:**

- Bachelor's Degree and/or extensive related experience/training in public policy and outreach;
- Strong knowledge of issues and events in Western Wisconsin;
- Comfort speaking in front of people, groups and organizations;
- Temperament to communicate with a variety of personalities in a tactful, pleasant and professional manner;
- Strong oral and written communication skills;
- Ability to work cooperatively and courteously with others;
- 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;
- Strong time management skills and ability to self-direct;
- 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.