



Congressman Jesús “Chuy” García D-IL 4th District

Job Description DISTRICT DIRECTOR

SUMMARY:

The District Director is essential to leading the strategy, direction, and implementation of the Member’s vision in the district in partnership with the legislative and communications teams. This position is responsible for overseeing the effective delivery of immediate and long-term constituent services, outreach development, grants delivery, and stakeholder engagement. The District Director represents the Member at events and meetings across the district and serves as a liaison to federal, state, and local government entities as well as community stakeholders. This position oversees the district office operations, member district schedule, assignment of responsibilities, staff performance, and manages a team of up to eight staff members. The position requires excellence in coalition building, interpersonal communication skills, written and oral communication, community engagement, as well as staff and project management. The District Director serves as the Member’s senior staffer in the district office, reports to the Chief of Staff, and works closely with the Legislative Director and Communications Director.

ESSENTIAL JOB FUNCTIONS:

- Leads and manages district team to carry out the Member’s vision and priorities
- Represents the Member and meets with groups and stakeholders on Member’s behalf
- Collaborates with D.C. staff to ensure district priorities, needs, and relevant updates inform the Member’s legislative and communication strategy
- Serves as lead to Illinois Congressional Delegation offices as well as other federal, state, and local government partners for joint local efforts
- Acts as liaison to stakeholders, coalitions, constituents, and government agencies to develop and maintain effective, positive relations
- Identifies and maintains strong partnership opportunities with coalition and cross-jurisdictional offices
- Meets regularly with stakeholders to gather insight and recommendations on constituent services, policy development, and community impact
- Advocates for constituent and stakeholder needs with federal, state, and local agencies
- Drives annual district goals in collaboration with Member and district team
- Directly supervises up to eight employees in accordance with office policy and applicable laws
- Sets staff expectations and ensures compliance with high office standards, policies, and protocols
- Responsible for building staffing capacity by interviewing, hiring and training district office employees
- Handles formal staff evaluations, appraises performance, and provides constructive feedback
- Directs district efforts by assigning projects and providing guidance for implementation
- Oversees Outreach Director and Constituent Services and Grants Manager to ensure efforts align with the Member’s strategic vision, goals, and priorities
- Guides the Outreach Director and team in the development, implementation, and evaluation of the district strategic outreach plan to positively maximize Member’s exposure and community engagement efforts
- Guides the Constituent Services and Grants Manager to secure timely and accessible resources and services
- Ensures the effective implementation of district roundtables, town halls, meetings, tours, corridor walks, etc.
- Approves and guides process for district-related written materials including: event proposals, talking points, memos, guides, resources, guides, social media, flyers, etc.
- Oversees Office Coordinator and Staff Assistant and works in partnership to review and approve staff scheduling requests, stakeholder invites, office purchases, security plans, and district operations

- Guides district teams to build out a yearly calendar of events, workshops, trainings, satellite hours, staffing, etc.
- Prepares periodic reports for Chief of Staff and Member with district effort updates (at minimum Mid-year and End-of-Year)
- Plans annual staff retreat in partnership with Chief of Staff and Senior Team
- Works in partnership with Communications Team to promote district efforts, relevant news, as well as inform website, mail, and digital content
- Works in partnership with Legislative Team to guide community-based policy development and facilitate information sharing across offices
- Understands and navigates differing perspectives to resolve conflicts and develop solutions
- Meets attendance requirements as established by the office
- Maintains a good working relationship with the Member, staff, stakeholders, and constituents
- Undertakes other duties as needed

EDUCATION/EXPERIENCE:

At least four years of leadership, staff management or supervisory roles in government, civic engagement, campaigns, non-profit, policy or community outreach. Ideal candidate has at least one year of experience in government office or agency at any level of office. A post-secondary degree is not required, but preferred. Fully bilingual and proficient in Spanish (verbal and spoken).

SKILLS AND KNOWLEDGE REQUIRED:

- Ability to perform essential job functions above; Takes initiative
- House, legislative, communications knowledge and demonstrated political acumen a plus
- Strong oral and written communication skills; Spanish fluence preferred
- Strong leadership and organizational skills to motivate and manage district offices
- Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner
- Ability to exercise discretion and independent judgment in fulfillment of casework responsibilities, outreach efforts, and stakeholder engagement
- Experience handling sensitive information and maintaining confidentiality
- Thoroughness and careful attention to detail
- Understanding of office policies, practices, and procedures
- Thorough knowledge of local, state and federal agencies and departments
- Understanding of all issues and events in the district in which the Member is involved
- Ability to capture, analyze, and synthesize large amounts of information
- Proficiency of office computer applications

WORKING CONDITIONS:

- Duties require work during regular office hours and some nights and weekends
- Employee must be able to drive and hold a valid driver's license (driving self and member as needed)
- Employee must be able to work in a moderately noisy and crowded work environment without an expectation of privacy
- Travels throughout the district at regular intervals to keep abreast of local concerns (minimum 50% of time)
- Accepts performance-based criticism and direction

Interested applicants should submit resume, cover letter, and two writing samples to Patty.Garcia@mail.house.gov by Dec. 4th, 2023.