The Office of Congresswoman Dina Titus (NV-01) seeks a Congressional Aide

ABOUT US: Congresswoman Dina Titus (NV-01) seeks a highly motivated full-time Congressional Aide for the district office in Las Vegas Nevada.

THE OPPORTUNITY: This position acts as a liaison to federal, state, and local municipal agencies on behalf of the Congresswoman and constituents. The position can also entail casework correspondence and verbal communications. The ideal candidate is mission-driven, passionate, and excited about serving the people of Nevada’s 1st Congressional District. This person must deeply understand the landscape of the district, its critical stakeholders and be able to act as the Congresswoman’s representative. Portfolios and areas of focus may change depending on the candidate.

ESSENTIAL JOB FUNCTIONS:
• Acts as the representative for the Congresswoman in the Las Vegas office, which can include but is not limited to answering casework correspondence, meeting with constituents and stakeholders, and serving as a liaison with federal, state, and local municipal agencies.
• Informs the District Director and the Director of Constituent Services of all happenings in the assigned regions by screening district media sources and interacting with constituents and community organizations.
• Has a deep understanding of casework issues and can administer effective intergovernmental solutions.
• Assesses casework for problems that require legislative action and makes recommendations.
• Prepares periodic reports for the District Director and Director of Constituent Services on pending cases and district activities.

SKILLS AND KNOWLEDGE REQUIRED:
• Strong oral and written communication skills.
• Thorough knowledge of Southern Nevada.
• A valid driver’s license, reliable transportation and appropriate automobile insurance.
• Service-oriented attitude, strong organizational skills, proficiency at prioritizing and managing multiple projects at one time
• A capacity to work both independently and as part of a team
• Thorough knowledge of local, state, and federal agencies and departments.
• 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.
• Prior experience in government, the non-profit sector, community or grassroots organizing is preferred
• Spanish language fluency, orally and written, a plus.

COMPENSATION:
This is a salary position and comes with a competitive benefits package that includes health insurance, dental, and can include federal student loan payments. The office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including marital or parental status, sexual orientation, and gender identity), disability, age, or national origin. Constituents of the district or those deeply familiar will also be prioritized. No phone calls, faxes, or walk-ins, please.

To apply, please email a cover letter and resume to NV01resumes@gmail.com with the following subject line: [First Name Last Name] - District Representative