



MISSOURI SENATE

In-District Liaison

DEFINITION:

This part-time hourly position is a highly responsible liaison position providing constituent assistance and office support to a member of the Missouri Senate.

DUTIES AND RESPONSIBILITIES

This position is responsible for assisting a senate member with in-district functions as needed. They will attend local government events, such as county council meetings, city council meetings, veterans commission meetings, as well as important community events, chamber of commerce meeting and more. They will coordinate with the Capitol Office to assist constituent needs, organize field trips, and other duties as required.

QUALIFICATIONS

Successful candidates must have good customer service skills and the ability to operate a personal computer with a general proficiency in Microsoft Office. They must have a reliable vehicle to attend events as needed. The position also requires the ability to communicate effectively both verbally and in writing, the ability to maintain professional confidentiality, the ability to establish and maintain effective working relationships, and the ability to stay organized and manage time effectively. A general knowledge of the legislative process is preferred.

APPLICATION PROCESS:

Please submit application of employment <https://www.senate.mo.gov/SenateApplication.pdf>, letter of interest and resume by January 4, 2023 to Cindy Winthorst, State Capitol Building, 201 W. Capitol Avenue, Room 434-B, Jefferson City, MO 65101 or cwinthorst@senate.mo.gov.

You may also apply at <https://mocarriers.mo.gov/hiretrue/mo/senate/index.html>.