



## ROBERT MARTWICK

SENATOR • 10TH SENATE DISTRICT  
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**District Office:**  
4349 N. Milwaukee Ave.  
Chicago, IL 60641  
(773) 286-1115

### OUTREACH DIRECTOR JOB LISTING

#### INTERESTED APPLICANTS SHOULD:

Email [hire.senatormartwick@gmail.com](mailto:hire.senatormartwick@gmail.com) with the subject line "Outreach Director." Applicants should include a cover letter and resume.

#### SUMMARY:

The Outreach Director plans, manages, and executes the outreach efforts for the office. A major part of this is developing relationships with community partners and helping the office establish new ways of reaching and serving more of our constituents. In addition, the Outreach Director is responsible for a portion of the office's communications and administrative duties. The Outreach Director works closely with and reports directly to the Chief of Staff.

#### Compensation:

- Salary: Low to mid 50s, commensurate with experience
- Full time (40 hours per week)
- Start date: September 2024
- Schedule: Mix of weekday office hours, evenings and weekends as needed

#### Key Responsibilities:

- **Community Outreach** - Leads the planning and coordination of the office's outreach efforts within Illinois' 10th Senate District including business visits, tabling engagements, constituent canvasses, and outreach to community organizations and other stakeholders
- **Event Planning** - Plans, organizes and promotes 1-3 major outreach events per quarter
- **Staffing** - Staffs Senator Martwick as necessary in coordination with the Chief of Staff
- **Volunteer Management** - Recruits and organizes volunteers to assist with community outreach programs and events (e.g., summer snow cone program, food banks, community festivals, outreach and constituent canvasses, etc.)
- **Community Communications** - Assists in drafting email blasts, newsletters, and other stakeholder communications as necessary
- **Social Media** - Drafts social media posts for meetings, events, holidays, as well as legislative and state issues for approval by the Chief of Staff

- **Constituent Communications** - Helps manage the office's email inbox and drafts email responses in coordination with the Chief of Staff and Legislative Assistant
- **Team Management** - Delegates responsibilities and tasks to interns and volunteers as necessary
- **Office Administration** - Manages office administrative tasks such as making sure all outreach materials are stocked and other tasks as needed
- **Policy Research** - Conducts policy research as needed
- **Constituent Services** - Assists constituents over the phone and via email. Helps them resolve issues with state agencies and connects them with the appropriate resources and/or offices. Maintains a detailed record of all constituent cases

**Skills and Knowledge Required:**

- Self starter, ability to work independently and self manage
- Ability to exercise discretion, independent judgment, and problem solving skills
- High Computer Proficiency, especially with Google Suites
- Strong oral and written communication skills
- High level of interpersonal skills and tactfulness
- Knowledge of government offices and procedures is helpful
- Familiarity with the far NW side of Chicago is also a plus
- Drivers License and access to a vehicle is preferred
- Spoken and written bilingual proficiency in English/Spanish preferred. Proficiency in Polish is also a strong advantage