

July 31, 2017

Office of Congressman Brendan Boyle

Location: Greater Philadelphia Area

District Office Special Assistant — Full-time

Description

The Office of Congressman Brendan Boyle of Pennsylvania's 13th congressional district seeks a District Office Special Assistant.

Responsibilities will include (but are not limited to):

- Coordinating in-district scheduling and logistics for the member of Congress.
- Transporting the member of Congress around the district for work related engagements.
- Ensuring that the member of Congress has required preparation materials and other relevant information about district events beforehand.
- Some database maintenance and data entry.
- Other responsibilities as needed.

Prospective applicants should be residents of Southeastern Pennsylvania (13th district residents are preferred) and be familiar with the geography and roads of Philadelphia and Montgomery County. Applicants should exhibit strong written and verbal communications skills, a working knowledge of local politics and government, as well as a strong proficiency in Microsoft Word, Excel and Outlook.

Applicants should have flexible hours that include the ability to work some evenings and weekends as needed. Applicants should have a valid Pennsylvania driver's license and a working automobile.

Interested candidates should send a resume, cover letter and writing sample to PA13.Jobs@mail.house.gov and put "Special Assistant Applicant" in the subject line.

Approved For Posting
Office of Student Life
