

COUNCILWOMAN YASSAMIN ANSARI PHOENIX DISTRICT 7



Job Title: Constituent Services Liaison

Overview:

Phoenix City Councilwoman Yassamin Ansari is seeking a Constituent Services Liaison who is committed to our mission of building a stronger, more sustainable, and equitable Phoenix. The Constituent Services Liaison responsibilities would include working with the Deputy Chief of Staff and Community Manager to deliver exceptional constituent services, support community events, and staff mobile office operations. The ideal candidate is smart, strategic, and highly organized and has professional experience working for an elected official, thrives on serving constituents and the community, and possesses excellent customer service and organizational skills.

Constituent Services Liaison Responsibilities:

- Directly responding to and/or tasking out all constituent related calls and emails to the correct team member
- Creating and maintaining a tracking system for all constituent outreach and engagement, including the creation of a weekly list of calls for the Councilwoman to make
- Working with other members of office to track stakeholder engagement and provide data for annual reports

Requirements:

- A deep-rooted passion for solving problems and serving constituents
- Excellent project management, writing and communication skills
- Strong organizational skills

Desired Skills:

- A desire for growth within the public service and political fields
- Creativity, sound judgement, a positive attitude, and a sense of humor
- Spanish speaker
- Flexibility to staff community events on evenings and weekends

Pay: \$20.00/hour plus parking and transit pass

Hours: Min. 15- 20 hours

Contact: jordyn.hodges-wilson@phoenix.gov