

Position: Legislative Aide, Office of State Representative Brandy Fluker Oakley, 12th Suffolk District

Location: Boston, MA

Start date: December, 2020

ABOUT THE 12TH SUFFOLK DISTRICT

The 12th Suffolk district is one of 160 districts in the Lower House of the Massachusetts General Court. The 12th Suffolk district covers parts of: Mattapan, Dorchester, Hyde Park, and Milton. The district is both economically and racially diverse and rich in community assets. Representative Fluker Oakley's vision for her office's work with its constituents is one that values partnership and collaboration in order to drive results for the communities of the 12th Suffolk.

OVERVIEW OF ROLE AND RESPONSIBILITIES

We are seeking a dedicated Legislative Aide (LA) to join Representative Fluker Oakley in the work to serve the constituents of the 12th Suffolk district. The LA serves as a liaison to multiple neighborhoods in the district, and will be responsible for constituent services and policy work relative to several issue areas. Overall, the work averages 55-60 hours per week. This position is based out of the State House and includes a number of essential responsibilities, including (but not limited to):

- Provide administrative support to the Representative
- Manage highly confidential and sensitive materials to ensure discretion and appropriate action
- Proactively build and maintain relationships with constituents in order to support and advance efforts across the district, as well as help problem solve challenges;
- Work closely with community organizations and residents on a wide range of issues;
- Build and maintain relationships with key organizations and individuals;
- Staff or represent Representative at events in the district, often in evenings (2-3 nights/week) and on weekends;
- Research, track, and analyze key legislation and budget items;
- Build and maintain coalitions of support to advance policy and district goals; and
- Manage communication for the office, including written materials (e.g., correspondence, press engagements, testimony, advocacy materials) relating to legislation and budget, and social media management.

The Legislative Aide is managed by the State Representative.

QUALIFICATIONS

At State Representative Fluker Oakley's office, we don't just accept difference—we celebrate it, we support it, and we thrive on it for the benefit of our community. We are an equal opportunity employer. Research has shown that people of color and women are less likely to apply for jobs if they don't believe they meet every one of the qualifications described in a job description. Our highest priority is finding the best candidate for the job. We encourage you to apply, even if you don't believe you meet every one of our qualifications described or you have a less traditional background.

You'll be right at home here if you learn from failure and overcome adversity, cultivate strong relationships, understand the power of diversity, advocate for equity, aspire to lead through inclusion, and push yourself, your work and the people around you to the next level.

We expect our Legislative Aide to:

- **Advance legislative priorities.** Through strategies including research, monitoring, coalition building, drafting and filing, you will be a key partner in developing legislative strategy and achieving wins for the district.
- **Bring order.** Your impeccable attention to the details and smooth operations will drive your work. You'll use your strong organizational and project management skills, including the ability to manage time and balance multiple priorities in a dynamic and rapid environment. You bring organization and attention to detail to how you do your work and to our office—we are committed to diligent follow through in a timely manner!
- **Communicate effectively.** You have strong oral and written communication skills. You communicate proactively and convey information in a clear, concise, and compelling manner.
- **Connect the dots in ambiguous circumstances.** You'll use your analytical, problem-solving and critical-thinking skills to advance district priorities. Ambiguity doesn't scare you; just the opposite, you thrive on it. Your creative instincts will help you deal with vague situations and develop new approaches with limited guidance.
- **Love building relationships and problem-solving.** You have an ability to connect and build relationships with diverse communities. You will help constituents resolve problems by building relationships and developing your knowledge of state processes and resources. Bilingual abilities are a plus.
 - Specifically able (or willing to learn!) to speak French/Haitian Creole or Spanish
- **Model cross-cultural agility.** Authentic self-reflection, self-awareness, and high emotional intelligence are central to who you are, and you utilize these skills to shape a culture of diversity, equity, and inclusion, that influences how you think about your work. You have an adept cultural understanding of yourself and use your understanding of yourself and others to build trusting relationships with elected officials, colleagues and constituents.
- **Support the district.** Based on strong relationships with community organizations and residents, you will coordinate outreach, represent and/or staff Representative Fluker Oakley and ensure that our district is well served.

Characteristics:

- Thrive in a collaborative environment;
- Communicate effectively, both written and verbal across lines of difference;
- Possess proficient social media skills;
- Promote progressive values;
- Receive and provide feedback openly and directly;
- Embrace the highs and lows of the work with a solutions-oriented mindset; and
- Commit two years to the position.

This role is full-time with benefits and compensated according to the Commonwealth of Massachusetts guidelines for legislative staff.

Interested candidates should submit a résumé, cover letter, relevant writing sample (three page maximum), and contact information for three professional references to teambrandy617@gmail.com. Applications are accepted on a rolling basis.