



Field Representative/Caseworker

The Office of Congresswoman Teresa Leger Fernandez is hiring a field representative/caseworker for the Representative's Santa Fe district office. This is an opportunity to work directly on federal policy issues as they impact local communities, families and businesses. The field representative will meet regularly with local and state elected officials, community organizations, non-profits and residents to address emerging federal policy issues. As a caseworker, the employee will help constituents resolve issues related to federal programs or benefits - we call it serving as the WD-40 for federal agencies to help unstick federal benefits or funding.

Responsibilities

- Field work, casework and staff assistant work
- Staff the Congresswoman both in person and in virtual settings, which includes driving, creating events/meetings, and producing associated briefing documents
- Attend and participate in meetings and public functions out of the office, including evening and weekend events, and federal holidays
- Deliver remarks at events the congresswoman can't attend in person
- Help draft memos, speeches and social on topics within the Field Representative's portfolio
- Assist with all in-office administrative duties including but not limited to answering phones, constructing briefing books, ordering supplies, and maintaining inventory lists
- Manage a caseload of constituent inquiries involving federal agencies and serve as a liaison between constituents and agency representatives to facilitate the resolution of constituent concerns

Qualifications

Candidates must be comfortable working with the public. Listening with empathy to constituents/organizations and problem solving ability are key qualifications. People and organizations come to our office with problems that need solving and while not every problem has a federal solution, every person deserves to have the congressional office provide them a place to share their concerns. Speaking or understanding Spanish is incredibly useful in this context since the person would be working with traditional Northern New Mexico communities.. Applicants must have a bachelor's degree or equivalent.

Strong ties to the third Congressional district are required. The ideal candidate would have a passion for serving our community and a strong belief in the power of our representative democracy to make life better for families in New Mexico. They would work well under pressure, collaborate well in a team, and can handle a fast-paced work environment. Bilingual candidates are encouraged to apply.

To Apply

To apply, please email a cover letter and resume in one attachment to Patricia.Dominguez@mail.house.gov. Salary range is \$50,000 to \$65,000 per year, depending on experience. Position includes federal benefits, health insurance, and retirement. The benefits also include a student loan repayment program of up to \$833/mo. Applicants will be considered on a rolling basis until the position is filled, but interested candidates are encouraged to apply quickly. The office is an equal opportunity employer; it does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, national origin, disability, military status, age, marital status, or parental status. Candidates of diverse backgrounds are encouraged to apply.