



Role:

Political Consultant

Contract Summary:

Temporary 6-9 month contract with the opportunity for renewals; Part-Time, 10-20 hours per week with the potential for more hours depending on campaign needs and available funds. Commencement date September 1, 2021.

About State Representative Michelle Ciccolo:

Michelle Ciccolo is the State Representative for the 15th Middlesex District, which includes all of Lexington and Wards 1 and 7 in Woburn. Representative Ciccolo is currently serving her second term in the Massachusetts House of Representatives. She is a member of four joint committees, and an active member of a number of legislative member organizations, including the Massachusetts Zero Waste Caucus, which she co-founded in 2020.

Contract Overview:

Working independently with only minimal guidance from the Representative, the Political Consultant performs a variety of professional and administrative duties, overseeing campaign and political drives and community initiatives. First and foremost, the Political Consultant provides regular operational assistance, which includes scheduling, database management, social media, and communications. In addition, the Political Consultant facilitates campaign advancements, which may include fundraising drives, event logistics, and voter engagement. Overall, the Political Consultant is capable of wearing many hats and able to work on multiple fronts at once, supporting both the Representative's policy goals and her campaign-related work.

Examples of Duties and Responsibilities:

- Schedule meetings and coordinate event logistics for the Representative;
- Manage the Representative's social media accounts (Twitter, Facebook, Instagram);
- Manage multiple databases including the Representative's Google Contacts and Constant Contact accounts;
- Draft contents for the Representative's monthly newsletter and other outreach materials;



- Create graphics, visuals, and other media to be disseminated through social media or other channels;
- Handle external communications and constituent outreach: sending letters, thank you cards, merged email invites, responses to constituent inquiries, among other forms;
- Update the Representative's website through Weebly;
- Lead campaign fundraising efforts; manage past and potential donor lists; and, spearhead fundraising pushes from start to finish;
- Order supplies and campaign materials; and, track expenses made by the campaign;
- Organize and attend community meetings aimed at engaging with the Representative's constituency including office hours and open houses in the district;
- Carry out policy research for the Representative;
- Perform other duties as assigned by the Representative.

Workplace Setting:

This is a remote and virtual position with work being done from the Consultant's home office, using a personal computer, and personal cell phone. Any expenses of printing and mailing will be reimbursed by the campaign. Hours are variable and flexible to suit the consultant's schedule but the work assignments do require regular ongoing attention.

Qualifications:

- Must be proficient in Google Suite and Microsoft Office applications, or capable of learning.
- Must be proficient in social media applications;
- Must have excellent written and oral communications skills, with the ability to write about a variety of topics;
- Must be independent and self-directed, with the ability to take initiative, anticipate actions needed, and exercise independent judgment.
- Must be highly organized, able to work without extensive supervision, and able to handle multiple tasks simultaneously.
- Must have the ability to work collaboratively, proactively and professionally.
- Must enjoy working with the public, and comfortable engaging with a range of stakeholders.



Knowledge, Education & Experience:

- Knowledge of the Massachusetts 15th Middlesex District, preferred.
- Experience with applications such as Constant Contact, Votebuilder, and Canva is preferred, but not required.
- Experience in one of the following areas is preferred, but not required: Political Campaigns, Public Policy, Government, Communications.
- Must have a minimum of two years of college education in a related field.

Compensation:

Consultant shall invoice the Campaign Treasurer on a monthly basis and shall be compensated at the rate of \$20 per hour. Any expenses require prior authorization and shall be direct-billed to the Campaign.

Diversity, Equity, and Inclusion:

The 15th Middlesex District strives to be a welcoming and inclusive place where people of all backgrounds, experiences, perspectives, and identities can thrive. The Committee to Elect Michelle Ciccolo is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Accordingly, the Representative encourages any and all applicants to apply, especially those from groups who may have been historically underrepresented in the fields of politics and government.

Application Process:

- Please send a resume and a cover letter to repciccolo@gmail.com using the subject line “PC Application.”
- Please also fill out this google form: <https://forms.gle/RV9cMxt8wpbYbkkf6>