

Title: Rural Affairs Special Assistant

Duty Station: Anchorage, Alaska

Direct Supervisor: State Director

Status: Exempt

PRIMARY DUTIES

Outreach:

- Acts as the Senator's primary liaison in Alaska to rural Alaska and Alaska Native communities, Native leaders and constituent groups, including without limitation Alaska Native regional and village corporations and organizations, Alaska Native and tribal organizations, tribal governments, other tribal entities, and tribal health organizations, throughout all regions of Alaska. Works with the State Director to develop outreach strategies.
- Travel throughout rural Alaska, sometimes for extended periods of time, though usually not more than a week at a time, is required for this position. Out-of-state travel is less frequent but occasionally may require travel to Washington, D.C., other states or internationally.

Casework:

- Assist Constituent Services Director and Alaska casework staff as needed with intake and management of casework with federal agencies, communication and reporting for issues pertaining to rural Alaska and/or Alaska Native specific issues.

Administrative:

- Assist State Director and the Senator's Executive Assistants to develop rural travel plans and itineraries.
- Coordinate rural travel logistics for the Senator and other staff; provides guidance and support to visiting DC staff, traveling state staff, and other visiting dignitaries or congressional staff while traveling in rural Alaska and Alaska Native communities.
- Support, collaborate, advise, and coordinate with State Director and D.C. policy staff on key policy issues for Alaska Native and rural Alaska interests.
- Assist constituents identify federal grant opportunities and coordinate communication and grant distributing agencies; notify local governments and villages of grant opportunities.
- Provide a weekly report of issues affecting rural and Native Alaska issues, outreach, and other matters of importance to inform the Senator and other staff.

- Other duties as assigned.

Typical Responsibilities:

- Assist State Director in developing a rural outreach plan and serve as cultural liaison as needed.
- Assist the Scheduler with adding outreach opportunities to the State Schedule.
- Assist Constituent Services Director as needed with casework specific to rural Alaska and Alaska Native issues.
- Take meetings with constituents, state, local and federal agencies relating to rural Alaska and/or Alaska Native related issues.
- Attend civic meetings, community events and other events to represent the Senator in her absence for rural and Alaska Native related issues; coordinate with regional staff as needed for similar events around the state.

Skills Required:

- Exhibit diplomatic, tactful, and respectful behavior.
- Ability to have a strong relationship with the community.
- Respond to emails and phone calls in a timely manner for the best constituent service.
- Ability to be empathetic.
- Strong writing skills.
- Excellent listening skills to understand constituent needs.
- Ability to determine constituent needs.
- Ability to interact positively with people who have different values, cultures and socio-economic backgrounds.
- Attention to detail and follow up.
- Maintain confidentiality of records and casework information.
- Utilize various research tools to retrieve information about the Senator or status of legislation in response to constituent requests.
- Ability to use office software to respond to office and constituent needs, including Microsoft Office Suite, Outlook email, and Intra Quorum (IQ) office information sharing database.