



**Office of Congressman Ed Perlmutter**

**Job Description**

**Constituent Services Representative**

**Area of expertise: Veterans/Military/DOD**

**Location: District Office, Lakewood CO**

**General Description:**

The emphasis of this position is on Veterans and military issues, outreach and casework. Congressman Perlmutter is looking for an energetic advocate with a passion for Veterans and their families. In addition to the Veteran focus the successful candidate will be expected to attend events and meetings outside the office, to prepare briefings and meeting memos for the Congressman, staff events on the weekends as needed, handle all aspects of the Veteran's Advisory Board, Science Space and Tech issues as well as complete other duties as assigned. This individual should have an in-depth understanding of the operational structure of the armed forces and Department of Veterans Affairs, the administrative procedures and workings, and should have a general comfort level working with the military, Veterans, general public, elected officials and community leaders. The successful candidate must be able to work in a team environment. Military service is preferred. In addition to Veterans issues there may be other issues assigned to this person, as well as specific geographic areas within the 7<sup>th</sup> District.

**Primary Responsibilities:**

This position handles all military, DOD, Veterans casework and all outreach to the military, DOD, Veterans, DHS and aerospace communities. The responsibilities include but are not limited to the following:

- Intake, evaluation and completion of casework.
- Staffing the Congressman at events and meetings---in and outside of the office.
- Preparing memos, briefings or other materials for the Congressman and/or staff.
- Meet with constituents.
- Handle the Veterans and Science Space and Technology advisory committees.
- Work with staff and others on the Veterans History Project (VHP), military medal ceremonies or other similar events.
- Work evenings and weekends as needed.
- Engage with other congressional offices, federal, state and local agencies and Veteran Service Organizations.
- Perform community outreach.
- A successful candidate should also be a self-starter, accessible, detail-oriented and able to multi-task while meeting and exceeding deadlines.

Compensation:

The salary will be a range commensurate with experience. Inquire with the Chief of Staff. This position provides full federal government benefits (health, dental, retirement), other benefits can be discussed.

Please submit a cover letter and résumé as soon as possible via email ONLY to [co07resume@mail.house.gov](mailto:co07resume@mail.house.gov).