

Job Title	Policy Analysis & Constituent Engagement Specialist
Employer/ Agency	Houston City Council At Large 1 Julian Ramirez
Job Description	<p>Direct constituent service & support</p> <p>Support constituents with a variety of neighborhood-focused concerns, including nuisances, trash pickup, stray animals, broken pipes, and permit concerns. This may involve liaising with district council offices and city departments and using critical thinking skills to identify who the correct decision-making parties are. A combination of tenacity and courteousness is required.</p> <p>Policy Analysis & Research</p> <ul style="list-style-type: none"> - Perform research and analysis on assigned city council agenda items and policy ideas on a variety of topics. This may include finding trusted data or analysis (e.g. articles, experts) on a particular topic; reading peer-reviewed articles, news articles, opinion pieces; generating charts and tables with numerical data we have access to; generating summaries and recommendations and on a particular subject. - Prepare briefings on presentation packets for committee hearings and other types of policy presentations inside and outside of city hall. - Represent the office at meetings with departments or organizations to help move strategic priorities forward. - Attend weekly average of 2 meetings in the evenings, and an average of 1 event/meeting (e.g. 2-4 hours including drive time) two weekends per month. Generally, these are community meetings, civic club -type meetings, or meetings on a particular policy topic. Goals include (a) learning from the community and what their perspectives, concerns, and objectives are, and (b) if relevant, representing the Office by sharing perspectives of the Office on particular issues, introducing yourself and the office, sharing our contact info, etc. Please note, if you are unable to perform any of these weekend/evening tasks, please state that clearly on your application. <p>Note: In addition to serving individual constituents, our office’s policy priorities include public safety, fiscal responsibility, providing efficient and effective services, ethics and more transparency in city government.</p> <p>Other duties may include</p> <ul style="list-style-type: none"> - Supervising interns and their projects - Supporting general office functioning as asked (e.g. helping set up for events, answering phones if others are not available to do so) <p>Additional skills you have may be a plus, but are not required, such as</p> <ul style="list-style-type: none"> - Mediation, group facilitation, conflict resolution - Other languages (writing, speaking, comprehension) - Video or graphics production

Qualifications	<p>Characteristics critical for success include</p> <ul style="list-style-type: none"> - Teamwork – We support the Office and each other in words and actions - Flexibility – Priorities change, crises arise, and we need an openness and willingness to adjust what we’re working on and how we’re working on it - Hard work – There’s a lot that needs to be improved in the city, and a lot of people to serve; this requires energy, gumption, and persistence - Humility – We value the desire to learn and grow - Purpose – Your purpose must be to serve first. It can also be to learn, or to be challenged, or to explore, or to build networks. But at heart you must have a passion to make peoples’ lives better.
Salary/Hours	<p>Annual \$45,000-\$51,600 depending on experience Benefits: See https://www.houstontx.gov/hr/benefits.html. Also, flexible schedule possible.</p>
Address	900 Bagby
City, State, Zip	Houston, TX 77002
Contact Person	Leah Wolfthal
Telephone Number	346-516-3256
Application Method	<p>To apply: Email the following materials to atlarge1@houstontx.gov with subject line Policy Analysis & Constituent Engagement Specialist:</p> <ol style="list-style-type: none"> 1. Current resume 2. Three professional references with email address, phone number, and note about their relationship to you (e.g. “former supervisor for two years”). If you are recently out of school, you can use former professors, youth group adult leaders, etc. No family members. 3. No more than one page (can include bullet points; must include citations) elucidating one policy area where you believe you agree with Councilmember Ramirez, <i>and</i> one area where you believe you do <i>not</i> agree. To be clear, this exercise isn’t for us to identify and hire ideological clones, it’s to assess your approach to analysis.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.