

Location

Fort Worth / Arlington, TX

Organization

U.S. Congressman Roger Williams

Position

Field Representative

Job Description

Title: Field Representative – Arlington, TX / North Texas

Job Summary: The Field Representative will represent the Member within the district at events in their assigned counties. They will build relationships with constituents and community stakeholders and ensure the office knows current news and issues in their designated area. This role will also involve coordinating and staffing Member district events.

This role reports to the District Director.

Field Representative Responsibilities:

- Coordinate outreach efforts with the District Director throughout TX25
- Transport and staff Member for district events
- Serve as a liaison with federal, county, and local entities for the Member in assigned areas
- Establish and maintain relationships with constituents and community leaders
- Represent the Member at district events, including evenings and weekends
- Collaborate with the District Director and DC staff to ensure district priorities are communicated to DC staff for legislative considerations
- Keep the District Director informed about news, current events, and issues in the district
- Supervise and assist with community outreach programs, including certificates and letters
- Provide weekly reports of regional news items of interest to district staff
- Answer incoming office phones
- Perform any other duties as assigned

Education:

- Four-year college degree or related job experience required

Skills/Requirements:

- Outstanding interpersonal skills
- Excellent written and oral communication skills
- Proficiency in using Microsoft Office applications and Windows

- Personal knowledge of the North Texas area is preferred
- Detail-oriented with the ability to multi-task, prioritize, and follow through on assigned tasks to completion

Please send a resume, letter of interest, and references to the following:

Robyn Hess, District Director

Email: Robyn.Hess@mail.house.gov