**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

## COUNCIL OF THE DISTRICT OF COLUMBIA

### POSITION VACANCY ANNOUNCEMENT

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| ANNOUNCEMENT NO: **CDC-21-6** | POSITION TITLE: **Office Assistant/Scheduler**   |
| OPENING DATE **06-01-2021** | CLOSING DATE: **Open until filled** |
| SALARY: **$50,000 - $55,000 per year**  | TOUR OF DUTY:  **9:00am – 5:30pm**  |
| NO. OF VACANCIES: **One** | OFFICE: **Office of Councilmember Brooke Pinto**  |
| TYPE OF APPOINTMENT:   **Excepted Appointment** | DURATION OF APPOINTMENT:  **At-Will** |
| AREA OF CONSIDERATION:  **Open to the Public**  | LOCATION:  **John A. Wilson Building** **1350 Pennsylvania Avenue, NW** **Washington, DC 20004** |

This position is **NOT** in a collective bargaining unit.

**Summary:**

The Office of Ward 2 Councilmember Brooke Pinto is seeking an Office Assistant & Scheduler to manage an active calendar and liaise with the Ward 2 community and DC government. The Office Assistant and Scheduler maintains the Councilmember’s official schedule and related records. This position also acts as a liaison for the Councilmember with the staff, public, government agencies, and other Councilmembers. This position also supports the public in assisting with constituent services matters and connecting residents to government services.

**Job Functions:**

Primary job functions include maintaining the Councilmember’s schedule and coordinating with staff to ensure the Councilmember has all necessary materials for each event. Additional functions include briefing the Councilmember and Chief of Staff on all scheduling activities and requests, coordinating scheduling of press, interviews, radio and television time with the Communications Director, serving as a liaison between the office, constituents and district agencies, and attending events with the Councilmember or on behalf of the Councilmember.

Weekend and evening availability is sometimes required.

**Education/ Experience:**

An associate’s degree or bachelor’s degree is preferred. The ideal candidate is highly organized, detail oriented, works well under pressure, and can work directly with the Councilmember with confidence and competence. Candidate must work well with a team and must think holistically about the schedule and the Councilmember’s goals. Candidate must be prepared to work in a collaborative environment that requires the ability to manage multiple tasks. Candidate must be confident with public speaking and eager to pursue a career in public service.

**How to Apply:**

Please send resume and cover letter to Genevieve Fugere Hulick at ghulick@dccouncil.us with “Office Assistant and Scheduler” in the subject line. Cover letter must include why the candidate wants to work in public service.

**DOMICILE REQUIREMENT:** An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statue occurring in the workplace.

**EEO Statement:** The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL’S HUMAN RESOURCES DIVISION**