

THE OFFICE OF CONGRESSWOMAN LAURA GILLEN

District Office - Garden City, NY

Summary: The office of Congresswoman Laura Gillen is looking for a dedicated and organized individual to join her team as a Caseworker/Community Liaison. This position requires bilingual proficiency in Spanish. The ideal candidate will act as a key point of contact for constituents, serving as a liaison between the office and intergovernmental agencies. Responsibilities include addressing constituent concerns, responding to casework correspondence, and facilitating timely resolutions to issues. Additionally, the Caseworker/Community Liaison will lead community engagement efforts and may represent the office at various community events. This position will be based in the District Office.

Title: Caseworker/Community Liaison *Bilingual Spanish *

Position Type: Full-time

Location: Garden City, NY

Salary: \$55,000/ year

JOB DUTIES:

- Serves as the primary point of contact for constituents seeking assistance with federal issues by navigating intergovernmental pathways.
- Respond to casework correspondence (letters, emails) and manage constituent calls and inquiries.
- Work closely with government entities to facilitate the resolution of constituent and community issues.
- Manage and maintain accurate and detailed casework records to ensure efficient follow-up and reporting.
- Act as a representative of the office at community events. The Community Liaison is responsible for serving as the primary contact for organizations in the community.

QUALIFICATIONS:

- Ability to communicate clearly and interact professionally and empathetically with constituents and agencies.
- High attention to detail with the ability to manage multiple tasks simultaneously.
- Ability to work effectively in a fast-paced office environment.
- Experience in public service, customer service, or constituent relations is a plus.

TO APPLY: Please email your resume to Sarah McCarthy, District Director at sarah.mccarthy@mail.house.gov

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