



OFFICE OF CONGRESSWOMAN LINDA T. SÁNCHEZ
UNITED STATES HOUSE OF REPRESENTATIVES
111TH CONGRESS, SECOND SESSION

The Office of U.S. Representative Linda T. Sánchez is seeking to immediately fill a full-time job opening for a **Grants Coordinator/Congressional Aide** based in her District Office.

Position Description

The Grants Coordinator/Congressional Aide position (the “coordinator”) helps local governments, public agencies, and non-profit organizations (including school districts, water agencies, police departments and food banks) in California’s 39th Congressional district learn about and apply for federal, state, and private funds.

The Coordinator will keep up-to-date with funding opportunities available through government agencies and private foundations and inform relevant community stakeholders of pertinent opportunities and deadlines. The Coordinator will educate community stakeholders about funding opportunities and the assistance available from the Congresswoman’s office

The Coordinator will coordinate support for individual grant proposals which includes, but is not limited to: writing letters of support; following-up on applications and informing stakeholders of progress; in-person meetings with stakeholders. The Coordinator will maintain appropriate records of grant opportunities and assistance requests and will exhibit initiative and resourcefulness in seeking new opportunities to assist constituents.

The Coordinator will work closely with Field Representatives to assess the needs of the community and Legislative Staff to discuss the local perspective on relevant issues. The Coordinator reports directly to the District Director and is an “at will” employee of the Congresswoman.

The Grants Coordinator/Congressional Aide will also have a role in community outreach efforts, forming close relationships with local city staff, managing various projects, and organizing large-scale public events.

Minimum Qualifications/Education Required

- Strong communication, analytical, and organization skills; an ability to relate well with individuals of diverse backgrounds; impeccable customer service manners; and superior public speaking skills.
- Good computer skills, including proficiency and experience with Microsoft Word, Excel, Outlook, and Power Point.
- Candidate should have graduated from an accredited four-year college or university with a bachelor's degree.
- Candidate must have a thorough understanding of government agencies and structure (county, state, and federal).
- Must be able to work efficiently and effectively as a member of a team, be able to meet strict deadlines, balance multiple projects simultaneously, and work under pressure.
- Candidates should demonstrate a positive attitude, commitment to excellent, upbeat demeanor, flexibility, and a sense of humor.
- Candidates should expect frequent weekend and after-hours assignments.
- This is **not** an entry level position.

Salary will depend on the experience of the candidate. Employees will receive health care insurance, 401(k)-style retirement benefits, and other federal employee benefits.

Interested applicants should e-mail résumé (including salary history), cover letter, and writing sample to José Delgado at Jose.Delgado@mail.house.gov. No phone calls or walk-ins accepted. Position will remain open until filled.