

Job Title	Constituent Services Representative
Employer/ Agency	U.S. House of Representatives Congressman Al Green
Job Description	Function in multiple roles as caseworker and community outreach liaison. This position is responsible for a wide range of duties that include but limited to: outreach, relationship management, event coordination, and correspondence. Serve as a liaison to federal, state and local agencies on behalf of constituents.
Qualifications	Prior experience in public service not required. Expectational written and oral communication. Event planning and other languages are a plus. Ability to work daytime, evenings and weekends as needed, which is regular.
Salary/Hours	Full Time Position
Employer/Agency	U.S. House of Representatives
Address	3003 S Loop W, #460
City, State, Zip	Houston, Texas 77054
Contact Person	Rachael Rodriguez
Contact Title	District Director
Telephone Number	713-383-9234
Fax Number	713-383-9202
Email Address	Rachael.rodriguez@mail.house.gov
Application Method	Email resume to Rachael.rodriguez@mail.house.gov . No phone calls please.
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.

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK