

CITY OF PHILADELPHIA

CITY COUNCIL

Job title:	<i>Director of Legislation and Policy</i>
Reports to:	<i>Chief of Staff and Councilmember Gauthier</i>

Intro

Councilmember Jamie R. Gauthier has represented Philadelphia's 3rd Councilmanic District since January 6, 2020. Since then, Councilmember Gauthier and her team have worked hard to build a 3rd District Council office that prioritizes direct engagement with residents, transparency, accountability, responsiveness, shared decision-making with our constituents, the centering of the most vulnerable among us, passion for our work, and fun. Internally, we've strived to foster an environment of empowerment, where each team member provides ideas and input, enabling us to make decisions with our constituents' best interests in mind. We now invite interested parties to apply for the integral role of our team's Director of Legislation and Policy.

Job Purpose

The Director of Legislation and Policy will help Councilmember Gauthier achieve her vision by working with community members, City Council, the City, and other stakeholders to develop, enact and implement policies to improve the lives of residents of the Third District. Additionally, the Director of Legislation and Policy will monitor, analyze and evaluate legislation proposed by other Councilmembers, staff Councilmember Gauthier for Committee Hearings and Stated Meetings of City Council and clerk hearings before the Committee on Housing, Neighborhood Development and the Homeless.

Duties and Responsibilities

- Developing legislative and policy solutions for assigned issue areas;
- Drafting, introducing and passing legislation in City Council;
- Advocating for other branches of local government to change policy and take action;
- Clerking hearings before the Committee on Housing, Neighborhood Development and the Homeless, and executing hearings on legislation introduced by the Councilmember;
- Gathering support from other Councilmembers, as well as key stakeholders and constituencies inside and outside of local government, for the passage of legislation;
- Tracking legislation and other policy developments, attending hearings and preparing the Councilmember for Stated Meetings and committee hearings;
- Partnering with the Director of Equitable Development on legislative and policy work related to creating and sustaining equitable communities;
- Building strong working relationships with legislative staff for other Councilmembers, staff across the City and key stakeholders;
- Partnering with the Director of Communications on speeches, press statements, and remarks;
- Working with the constituent services team to identify ideas for legislation and advocacy;
- Meeting with constituents and stakeholders, and responding to their inquiries; and
- Executing on special projects assigned by the Councilmember or Chief of Staff.

Qualifications

- A bachelor's degree or its equivalent. A Law degree or other advanced degree is preferred;
- Experience practicing law, or working in government or a position that required relations with or advocacy to government is preferred;
- Experience with project management, executing events or designing and implementing long-term initiatives;
- Ability to build strong relationships with others and works well on teams;
- Exceptional written and verbal communication skills;
- Excellent analytical and research skills;
- Ability to synthesize complex information, exercise independent judgment and justify recommendations on policy positions, votes or other courses of action;
- Comprehensive understanding of the local legislative process, and familiarity with the rules of City Council, or the ability to learn the same; and
- Knowledge of Philadelphia and communities of the 3rd Councilmanic District is a plus.

Salary

\$60,000 - \$70,000, commensurate with experience

Working Conditions

- Joy and laughter are strongly encouraged;
- Work/life balance will be supported;
- Works well under pressure and handles stress;
- Works a flexible schedule including long hours, nights and weekends; and
- Maintains strict confidentiality and exercises discretion in all business-related matters and interactions.

Physical Requirements

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Direct Reports

Legislative intern.

To apply, please send your resume and cover letter to Max Weiss at Max.Weiss@phila.gov by 2:00 PM on February 14, 2021.