

### Job Description:

Are you passionate about Philadelphia and interesting in making our city a better place for residents and businesses? Do you understand the intersection of economics and public policy? Do you have what it takes to interact with people from all walks to life in a professional, personable and meaningful way to achieve beneficial outcomes? If so, this might be the opportunity for you.

The Office of City Councilman At-Large David Oh is seeking a Legislative Aide to join our team in developing legislation and public policy that will impact Philadelphia. The Legislative Aide reports directly to the Chief of Staff and interacts directly with the Councilman on projects relating to the legislative agenda of the office.

### Responsibilities:

- Research and analyze materials for the purpose of developing legislation.
- Perform due diligence on legislation proposed by other Council members to prepare a briefing and recommendations.
- Lead communications effort regarding legislative matters
- Identify and coordinate subject matter experts to participate in committee hearings.
- Represent the Councilman at community events.
- Collaborate with peers in other Council offices to understand and advance legislation.
- Interact with constituents to address legislative inquiries
- Other duties and special projects as assigned.

### Qualifications:

- Bachelor's degree required, advanced degree in Business, Law or Public Policy preferred.
- Excellent writing and communications skills
- Ability to multi-task and manage competing priorities.
- Strong negotiating and problem-solving skills.
- Strong computer skills and research capabilities.
- Ability to work independently as well as in a team environment.
- Quantitative and qualitative analytical skills.
- Must live in Philadelphia or be willing to establish residence within six months of start date.