

**U.S. Representative Greg Walden**  
**Oregon's Second Congressional District**  
[www.walden.house.gov](http://www.walden.house.gov)

**DISTRICT EXECUTIVE ASSISTANT**  
**Email resume, cover letter and references to: walden.resumes@mail.house.gov**

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**Position Overview:**

The District Executive Assistant for U.S. Representative Greg Walden is based in Medford, Oregon and serves as the primary point for scheduling and administrative matters. The position works closely with colleagues in Representative Walden's offices in Medford, Bend, La Grande, Hood River and Washington, D.C. Applicants should have a strong interest in civic and public affairs and be successful at working collaboratively with a hard-working team. The Second Congressional District encompasses 20 counties and the majority of the land mass in Oregon, including eastern, central and most of southern Oregon.

The Executive Assistant is responsible for maintaining a well-organized record of scheduling requests, keeping constituents informed about the status of their meeting request, making travel arrangements, managing intern program and providing administrative support on many congressional projects. The position deals with a wide range of issues, personalities and circumstances, so a flexible, friendly, and "can-do" approach to the position is important.

**DISTRICT EXECUTIVE ASSISTANT ESSENTIAL JOB FUNCTIONS:**

- Prepares detailed itineraries for Representative Walden for state and district travel including times, locations, and contact information;
- Works with Team Walden members to prepare monthly draft schedules for Representative Walden;
- Helps lead office scheduling meetings;
- Makes reservations for office air travel, ground transportation, and lodging;
- Responds to all invitations, either by electronic correspondence or by personal telephone call;
- Maintains schedule files, including notes, correspondence, and all information relating to travel
- Maintains files of invitations that have been declined, accepted, or are tentative/pending;
- Helps ensure that Representative Walden is provided with briefing materials for each event by coordinating with event participants/hosts and the appropriate Team Walden staff members;
- Monitors the incoming telephone calls in the Medford office, takes and forwards messages, and returns calls as requested;
- Manages the internship program for the district office(s) including the following:
  - Prepares and distributes notices for internship opportunities;
  - Tracks applications for consideration;
  - Provides written intern agreements and necessary documentation to intern's college/university if applicable;
  - Ensures that interns are provided with professional educational opportunities;

- Maintains electronic files on all district interns;

**EDUCATION/EXPERIENCE REQUIRED:**

Associate's or Bachelor's degree required with at least two years of related professional experience (government affairs, public relations, or administrative/office management)  
Knowledge of central, southern and eastern Oregon counties/cities/towns is a plus.

**SKILLS AND KNOWLEDGE REQUIRED:**

- Strong team approach to colleague relationships and a friendly service-oriented approach to constituents
- Ability to work well under deadlines
- Accept constructive advice and direction
- Strong work ethic, flexible work hours when needed
- Strong oral and written communication skills
- Interest in local, state and/or federal affairs
- Strong phone etiquette (communicate with a variety of personalities in a tactful, pleasant, and professional manner)
- Strong organizational skills and careful attention to detail
- Employ discretion and independent judgment in fulfillment of responsibilities
- Proficiency in word processing and computer/database use
- Willingness to help out on a variety of projects as needed
- Willingness to ask questions on any matter that is not clear