



**MASSACHUSETTS HOUSE OF REPRESENTATIVES**  
**Office of State Representative Carole Fiola**  
**Position: Legislative Aide for 6<sup>th</sup> Bristol District**  
**Comprised of Fall River and Freetown**

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**Agency Overview:**

The Massachusetts House of Representatives (“House”) is comprised of 160 independently elected Members, each representing a district of approximately 43,000 people.

State Representative Carole Fiola serves as the State Representative for the 6<sup>th</sup> Bristol District, which is comprised of Fall River and the Assonet district of Freetown. Representative Fiola’s priority is ensuring that her office maintains excellent constituent services and a strong community presence.

**Position Overview:**

The Legislative Aide assists the Member of the House who appointed the Legislative Aide in the discharge of that Member’s official duties by providing communication, legislative, and administrative support services deemed necessary by the Member.

This position will be based in Fall River with occasional travel to her State House office in Boston.

**Reports to:**

Reports to State Representative Carole Fiola and at the discretion of the Chair, to the Staff Director.

**Essential Duties & Responsibilities**

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Nothing in this job description restricts the Chair’s right to assign or reassign duties and responsibilities to this job at any time for any reason.

**Responsibilities/Essential Functions:**

- Provide Member with basic administrative support including, but not limited to, answering phones and taking messages, greeting visitors, scheduling and other tasks as may be assigned;
- Manage constituent inquiries and casework including creation/maintenance of database of constituent requests;
- Serve as liaison with Member’s constituents;
- Serve as liaison with federal, local and other state government offices as directed by the Member;
- Research and draft responses to constituents, stakeholders and other interest groups on matters of interest;
- Manage communications with the public, including but not limited to newsletters, press releases, website and social media;
- Attend meetings and forums on behalf of the Member as directed;
- Supervise interns; and



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- Ability to operate in a fast-paced professional office environment; handle or operate standard office equipment, and occasionally lift up to 10 pounds.

**Required Skills/Attributes:**

- Must have reliable transportation
- Ability to interface and work with different communities and personalities in a professional and helpful manner;
- Ability to multi-task effectively, work independently and meet deadlines on short notice;
- Excellent research, analytical and interpersonal skills;
- Excellent writing, communication and social media skills;
- Ability to communicate with members and colleagues effectively and provide and receive feedback professionally;
- Strong organizational skills including, but not limited to, calendar and email management and ability to prioritize tasks as needed;
- Ability to follow-up and complete tasks; and
- Familiarity with the Greater Fall River area.

**Preferred Education and Work Experience:**

- Bachelor's degree; or
- Associate degree with more than 1 year of professional work experience; or
- High School diploma with more than 2 years of professional work experience.

**Position Type/Expected Hours of Work:**

This is a full-time, minimum of 37.5 hour per week position. Days of work are typically Monday through Friday. Hours vary and may include evening and weekend work to support the Member's legislative or constituent activities.

**How to Apply:**

- Applicants should submit their resume and cover letter to Tyler Cotta at [Tyler.Cotta@mahouse.gov](mailto:Tyler.Cotta@mahouse.gov)
- Applications accepted on a rolling basis until position is filled
- This is an open position with an immediate start date

**Details:**

- Please note that this position will be partially remote due to COVID-19 but is subject to change at any time.
- EEO: The Massachusetts House of Representatives is an Equal Opportunity Employer.
- Benefits (optional): As an employee of the Commonwealth of Massachusetts, staff have access to a wide variety of health plans including coverage of health, vision, and dental benefits. Furthermore, retirement benefits are available depending upon one's length of employment.