

**Office of the Attorney General**  
Human Resources  
Indiana Government Center South, 5<sup>th</sup> floor  
302 W. Washington Street  
Indianapolis, IN 46204  
[jobs@atg.in.gov](mailto:jobs@atg.in.gov)  
**317-232-7979 (fax)**



## **JOB POSTING**

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

### **Outreach Representative** Administrative Division

Duties include, but are not limited to the following:

- Identify, engage and manage relationships with various constituencies based on the services provided by and policy priorities of OAG.
- Identify, prioritize, and attend meetings or events on behalf of OAG.
- Identify and prioritize events in your district that the AG should personally attend.
- Attend meetings or events with the Attorney General in the assigned district or other areas of the state as needed.
- Manage follow up tasks or constituent questions from meeting or events within the assigned district
- Compile all information from external events, conversations with constituents, and various tasks and provide a weekly report to the Deputy Administrative Officer.
- Other duties as assigned.

Requirements:

- Work well with the public (one on one and addressing a crowd)
- Ability to multitask and adapt quickly to change
- Ability to work mornings, evenings and weekends as needed
- Proficient in MS Office 365