



About Michelle Wu

Michelle Wu is a mom, a daughter of immigrants, and a fierce believer that we can solve our deepest challenges through building community. As a Boston City Councilor, Michelle has worked in coalition to deliver bold, systemic change and redefine what is possible through activist city leadership across our neighborhoods.

Position: Body Person/Call Time Assistant

Michelle Wu's campaign committee is seeking a highly organized, dependable Body Person/Call Time Assistant. The body person will travel with Councilor Wu, ensuring that she stays on schedule and providing administrative and logistical support.

Responsibilities

- Drive Councilor Wu to events and appointments (Note: Applicants are not required to own a car)
- Provide general logistical and administrative support throughout the day
- Ensure that Councilor Wu arrives to and departs from events on time
- Take notes in meetings and ensure proper follow-up on action items, either by Councilor Wu or by other members of the team
- Schedule travel as needed

About You

- You are passionate about justice, equity, and progressive leadership.
- You are connected to the community and to the City of Boston.
- You have a meticulous attention to detail and can anticipate issues before they arise.
- You are comfortable with supporting and interacting with elected officials and other senior leaders, helping them stay on schedule and "managing up" when necessary.
- You have a driver's license and are an excellent driver. Note: Applicants are not required to own a car, but should be able to reliably get to Roslindale on a regular basis.
- You remain calm in stressful situations, and are able to think on your feet to address issues in real time.

To apply, please email jobs@michelleforboston.com with the subject line "Body Person/Call Time Assistant." Please include your resume and a few sentences explaining why you think this role is a good fit for you. This position will have some



remote components, but will require in-person staffing, observing COVID-19 safety guidelines. Applicant interviews will begin immediately.