



Job Posting: Body Person/Traveling Scheduler

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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.

About the Position

Michelle Wu's campaign for Mayor of Boston is seeking a highly organized, dependable Body Person/Traveling Scheduler. The body person will drive and travel with Councilor Wu, ensuring that she stays on schedule and providing administrative and logistical support. This is a full time position with untraditional hours (weeknights and weekends).

Responsibilities

- Drive Councilor Wu to events and appointments (Note: Applicants are not required to own a car, but are required to have a valid driver's license)
- 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
- Draft daily memos for Councilor Wu and relevant staff members

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 (multiple times a day).
- You remain calm in stressful situations, and are able to think on your feet to address issues in real time.

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