



Job Announcement: Field Services Representative (Consultant)

Maryland Municipal League – Field Services Department

Job Title: Field Service Representative

Location: Supporting local governments in a designated Maryland district

Positions Available: Two

- **Lower Shore Regional Role:** Serving MML member municipalities across Districts 1 and 2, including Talbot, Caroline, Dorchester, Wicomico, Worcester, and Somerset counties
- **Western Maryland Regional Role:** Serving MML member municipalities across Districts 7 and 10, including Allegany, Garrett, and Washington counties

Terms: 8–10 hours weekly, part-time contractor. Pay commensurate with experience.

Position Overview

The Maryland Municipal League is seeking a motivated and service-oriented individual for the part-time role of Field Services Representative. This district assigned position supports approximately 35 local governments, contributing 8–10 hours per week year-round. The Field Services Representative ensures consistent, high-quality service delivery and fosters member engagement across assigned regions.

Key Responsibilities

Member Engagement & Site Visits

- Conduct 3–4 site visits weekly; ensure at least quarterly visits for each assigned local government.
- Assess service needs, address issues, and maintain ongoing relationships with local membership.
- Provide virtual consultations for urgent member needs.
- Develop, schedule, and manage two annual district membership trainings to support member development and engagement.

Reporting & Documentation

- Prepare member reports after each visit and submit weekly summaries to League management.
- Maintain a member profile of each local government.
- Communicate published member stories and photos for distribution.
- Attend weekly virtual team meetings with League management.

Qualifications

- Proficient with Microsoft Office, CRM systems, virtual meeting platforms, and scheduling tools.
- Understand the role of local government and its partners at the county, state and federal levels.
- Strong written/verbal communication and relationship-building skills.
- Strong customer service skills.
- Organized and able to manage multiple assignments independently.
- Demonstrate ability to build and maintain effective working relationships with local government officials, community leaders, and team members.
- Reliable transportation required.
- Commitment to service excellence.
- Ideally located in the region.
- Position is not available to currently employed or elected local municipal officials.

How to Apply

Submit a complete resume and cover letter to feliciab@mdmunicipal.org through May 15th. Position begins July 1st, 2026.