

CHIEF OF STAFF
REPRESENTATIVE MARK JOHNSON
HOUSE DISTRICT 52

General Job Description

- Position is full-time, year-round with requirements to be in Salem during the legislative sessions. In-district travel or presence in the Salem office may be necessary during the interim;
- Ability to prepare and present policy research in multiple formats;
- Draft and implement a general communications plan including, but not limited to, newsletters, editorials and opinion pieces, press releases, website publications, social media presence, floor speeches;
- Coordinate in-district events and other events as necessary;
- Manage the Representative's calendar including scheduling appointments, responding to event invites, and other items as necessary;
- Manage the Representative's email including responses to constituents, tracking of in-district topics, policy agenda items, and other items as necessary;
- Attend events with, and on behalf of, the Representative;
- Maintain all office files including an existing database;
- Build and maintain relationships with lobby, government officials, other stakeholders on behalf of the Representative;
- Ability to hire and manage secondary staff and/or interns;
- Position can include unpredictable work hours, including evenings and weekends;
- Other duties as assigned;

Basic Requirements

- Previous experience working in the legislative process;
- Demonstrated experience in policy analysis;
- Ability to handle high-stress, fast paced work environment including managing multiple projects simultaneously and adjusting to frequently changing demands;
- Ability to learn new computer programs;
- Excellent writing, editing, speaking, and analytical skills;
- Proactive in support of the Representative's legislative agenda;

Hiring Information

- The starting salary for this position will be commensurate with the selected candidate's experience and qualifications.

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- This position has management service benefits, including health and dental insurance; optional life and disability insurance programs; a paid retirement program for qualifying individuals; and paid vacation, holidays, and sick leave.

To Apply

Please email: (1) a cover letter, (2) current resume, (3) responses to additional questions, (3) writing samples, and (4) three references

- The cover letter should describe how you meet the minimum qualifications and necessary skills;
- Additional questions:
 - Provide one example in which you disagreed with your supervisor and how you handled the situation.
 - Describe one policy area that's of interest to you and why.
 - What would you hope to gain from working for the Representative?
- Writing Samples:
 - Press release you have previously written or based on this scenario: Representative Johnson appointed to the Higher Education Committee and to the House Energy and Environment Committee. He is Vice-Chair on the House Energy Committee.
 - A policy brief on a piece of legislation Representative Johnson has sponsored

This position will remain open until filled. Please send application materials to
Rep.MarkJohnson@state.or.us

Equal Opportunity/Affirmative Action Employer
Women, Minorities and Persons with Disabilities Are Encouraged to Apply
ADA Accommodations Will Be Provided Upon Request