



**Oregon State Legislature  
Community Engagement Director  
Legislative Assistant II  
Job Description  
Salary: \$3,402 - \$5,103**

**GENERAL SUMMARY**

Senator Akasha Lawrence Spence is the first person in her family to be born in America. Her mother immigrated to the United States over 40 years ago with nothing but a dogged determination to achieve the American dream. She worked tirelessly as an 1199 SEIU nurse on the frontlines of our community and as a Lt. Colonel on the frontlines of the battlefield. It is upon her mother's legacy of service to our community, and her country that Senator Lawrence Spence is building her own. As a small business owner, working to create generational wealth in frontline communities, civic activist, working to expand our democracy, and public servant with an economic justice lens, Senator Lawrence Spence is working to ensure that every Oregonian has the housing, healthcare, food, healthy environment, and security they need to live full-fledged lives.

Senator Lawrence Spence is seeking a team-oriented, dynamic and adaptable individual to join our office. The ideal candidate will thrive in a fast-paced, flexible work environment. Applicants should have experience working in and with BIPOC communities. Applicants must be compassionate, creative problem solvers with an interest in politics and communications.

The LA II is our Community Engagement Director that provides general administrative support to Senator Lawrence Spence's Office by coordinating schedules, correspondence, events and responding to questions or requests for information. Prepares draft communications, speeches, and legislation. Conducts research, policy analysis, and performs outreach and other Constituent Services. Attends Committee meetings and performs related duties as necessary.

If you are someone who is passionate about the future of Oregon, a team player, and flexible, apply! In politics, imposter syndrome is real and no one will ever meet 100% of the qualifications, so don't be intimidated, apply!

**POSITION DURATION**

This is a limited duration position beginning February 1 and is expected to last through March 11, 2022 with potential to continue in the interim.

**Confidentiality:** You may be exposed to confidential information throughout your work. You are expected to maintain confidentiality unless the law or situation states otherwise, and you are required to disclose. If you are unsure about your duty, you can ask your supervisor, Legislative Counsel's office, the Legislative Equity Office, or Employee Services.

**Preferred Qualifications:**

- Lived experience with the challenges facing Oregonians. Experience with or having been houseless, low-income, formerly incarcerated, transit dependent, trauma-informed, mental and behavioral health, and other diverse communities in Oregon.
- Knowledge of how legislation impacts communities and ideas on how to craft meaningful policy.
- Experience with community organizing in Black, Indigenous, Communities of Color, and other marginalized identities
- Commitment to economic, racial, health, environmental, and housing justice
- Strong written and oral communication skills, with high attention to detail
- Interest in public policy issues and the legislative process
- Proficiency in a language other than English
- Dynamic, positive, highly motivated, and responsible
- A good sense of humor and perspective amid multiple deadlines and priorities
- Lived experiences are as valuable as educational or employment experience.

**MINIMUM JOB REQUIREMENTS**

Bachelor's degree and three (3) to five (5) years of related experience.

An equivalent combination of education and experience sufficient to demonstrate ability to perform the duties of the position **will** be considered.

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**ESSENTIAL DUTIES & RESPONSIBILITIES (*not exhaustive*)**

- Skill in: Effective verbal and written communication; Data management; Researching policy issues; Office management; Event organization.
- Ability to: Pay close attention to detail; Manage time effectively and stay organized; Multitask and manage multiple projects simultaneously; Remain calm and flexible under pressure; Understand complex legislative issues; Provide excellent customer service and maintain a friendly, welcoming, and professional disposition.
- Answers phone calls, greets visitors, coordinates visits, assists with requests, and responds to general inquiries.
- Develops messaging, writes floor speeches, composes letters, drafts responses to legislation, writes press releases, drafts bills, and evaluates policies.
- Researches and writes policy analyses. Analyzes proposed legislation from your lived experience.
- Monitors and tracks bills.
- Assists in developing and implementing communication and outreach strategies. Manages social media.
- Coordinates town halls and other public outreach events.
- Manages incoming communications, including emails, mail, and in-person visitors
- Meets with constituents and stakeholders.
- Schedules meetings and coordinates logistics. Manages Member's calendar and appointments.
- Assists constituents in navigating bureaucracy and understanding the impact of legislation.

[To view the position description in its entirety, please click here.](#)

## **WORKING CONDITIONS**

Senator Lawrence Spence's office is a learning and collaborative environment between our various staff and intern positions. Everyone will have the opportunity to learn from each other to build a collective justice analysis. We recognize that while all communities of color experience the oppression of white supremacy, some communities face additional harm, such as anti-Blackness or land theft and colonization, and we are

committed to addressing these within our own daily practices. Overall, the legislature is a fast-paced environment where schedules and policies are constantly changing. Candidates must be able to adapt to the changing demands of the Legislature.

In the coming months, the Capitol Building will be undergoing extensive renovation and construction projects. This, coupled with COVID 19 health guidelines, may limit accessibility to employees. During this time, legislative employees will work both from home and within the building as the construction project, health guidelines and business needs dictate. While working from home, personal, stable and high-speed internet access will be required to perform the functions of this position. There may be occasions that require employees scheduled to be working from home, to report to the Capitol Building. Every effort will be made to provide reasonable notice. However, legislative employees may be required to report to the building under short notice. The Capitol building is located at 900 Court Street NE, Salem, OR 97301.

## APPLICATION INSTRUCTIONS

- Resume, including pronouns
- A piece of art, a film, a gif, a zine, book, or paper you wrote, anything that provides greater insight into who you are and what you stand for
- 2 references including name, title, email and phone number

Applications will be reviewed on a rolling basis but should be submitted no later than Friday, January 21, 2022

Please send all materials to [sen.akashalawrencespence@oregonlegislature.gov](mailto:sen.akashalawrencespence@oregonlegislature.gov) with the subject line "LA II Application". Questions may be addressed to Michelle Hicks, Chief of Staff.

Oregon state government provides qualifying veterans and disabled veterans with preference in employment in accordance with ORS 408.225, 408.230, and 408.235. For questions about documentation, please visit: [Veterans Resources](#). Or call the Oregon Department of Veterans' Affairs at: 1-800-692-9666.

- The salary in this job posting reflects the base salary without contributions to the Public Employee Retirement System (PERS). Employees eligible for PERS will have their salary increased by roughly 6.95% and 6% will be automatically be subject to a mandatory employee contribution to PERS.

*The Office of Senator Akasha Lawrence Spence is actively seeking to increase representation and leadership development of historically underrepresented people including but not exclusive to people with lived experience of economic injustices, and other underrepresented groups. The Office of Senator Akasha Lawrence Spence is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, family medical history, legal source of income, political affiliation, family leave obligations or any other legally protected classification. ADA accommodations will be provided upon request.*