

HAI PHAM
STATE REPRESENTATIVE
DISTRICT 36



HOUSE OF REPRESENTATIVES

Representative Hai Pham is recruiting for a limited duration Legislative Assistant 2 (LA2) to support the office with day-to-day office administration during the 2026 Legislative Session. This limited duration position will begin in December 2026 and run through March 2026.

This position will be the primary point of contact for constituents and coordinate district events, organize outreach, and develop external and internal communications of the office's activities and policy priorities. This position will also include general administrative support by coordinating schedules, correspondence, constituent casework, and responding to questions or requests for information.

Representative Hai Pham represents House District 36, which includes South Hillsboro, West Beaverton, and unincorporated Washington County. Rep Pham is a pediatric dentist focused on making evidence-based policies that will help all Oregonians and families achieve healthier and equitable communities.

Rep Pham serves as the Chair of the House Behavioral Health Committee, Vice Chair to the House Rules Committee, and a member of the House Health Care Committee.

Application deadline: Wednesday, December 17th, 2025

Salary and benefits: \$3,980-5,970 per month. An offer including salary will be made after an equal pay analysis is completed pursuant to ORS 652.220 and 659A.357.

The Legislature contributes toward a generous employee benefits package, including health, vision, and dental insurance, optional life and disability insurance programs, and sick leave.

Location: During the 2026 Legislative Session, this position will primarily work in the Oregon State Capitol in Salem. Some work may be conducted remotely depending on the operational rules and needs of the position. Candidates must be able to travel to Salem, and as needed to in-district or community events in the Washington County area.

Essential Duties and Responsibilities:

- Coordinates town halls and other public outreach events.
- Assists in developing and implementing communication and outreach strategies.
- Assists in drafting messaging, writes letters, press releases, social media posts, and newsletters.

- Answers phone calls, greets visitors, coordinates visits, assists with requests, and responds to general inquiries.
- Assists constituents in navigating bureaucracy and understanding the impact of legislation.
- 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 in the day-to-day operations and functions of the Legislative Member's Office.

The work history and experience of the ideal candidate will include:

Knowledge of:

- Current events and policy history
- Legislative processes and practices
- Operating computer systems like Outlook, Microsoft Suite, and Google Suite

Skills in:

- Strong written communication and effective verbal skills
- Office management
- Event organization and coordination
- Social media platforms and etiquette
- Experience in working in customer service or a client-facing role

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.

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

Qualifications:

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

An equivalent combination of education and/or experience is sufficient to demonstrate ability to perform the duties of the position may be considered.

Application instructions:

Please send the following PDF documents to rep.haipham@oregonlegislature.gov with "Legislative Assistant 2" in the subject line:

- Resume
- Cover Letter
- A minimum of two references (phone numbers and emails are required)

SPECIAL INFORMATION:

- **Over the next two years, the Capitol Building will be undergoing extensive renovation and construction projects which may limit accessibility to employees. This will require Legislative employees to work both from home and within the building as the construction project dictates. 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 or an offsite building. Every effort will be made to provide reasonable notice. However, 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.**
- **Oregon state government provides qualifying veterans and disabled veterans with preference in employment in accordance with ORS 408.225, 408.230, and 408.235. If you are requesting veterans' preference, you may receive an additional questionnaire in your Workday account. In order to ensure your privacy, we are asking that you complete the Veterans' Questionnaire and attach your qualifying military documents at that time. This questionnaire will be sent to your Workday account after you submit your application. We ask that you complete the questionnaire before the application deadline; extensions may be granted if necessary and reasonable. For questions about documentation, please visit: [Veterans Resources](#). Or call the Oregon Department of Veterans' Affairs at: 1-800-692-9666.**