

OREGON HOUSE MAJORITY OFFICE – POLICY ADVISOR

The House Majority Office is seeking a full-time Policy Advisor.

The Policy Advisor will work closely with Majority Leader Jennifer Williamson, her Chief of Staff, and her Legislative Director to research and propose policy solutions in assigned areas, develop legislative strategies, and support the overall goals of the Oregon House Democrats.

The ideal candidate will have a working knowledge of Oregon state politics and a proven ability to manage diverse, often competing groups of stakeholders. He or she will have a positive attitude and a commitment to getting results in a fast-paced environment.

About the House Majority Office

The primary objective of the House Majority Office is to help each House Democrat best serve their constituents. We provide communications and policy support, and work to advance the caucus's policy agenda. Our team is committed to fighting for quality public education, ensuring our government is transparent and accountable, protecting and supporting workers, standing with women and communities of color, and helping small business owners succeed so that Oregon's economy thrives.

Job Responsibilities

- Research and propose policy solutions in assigned areas.
- Build and maintain relationships with stakeholder groups to support policy priorities.
- Write policy briefs, provide oral and written policy updates to caucus members, and generally help synthesize and explain complex policies as needed.
- Provide staff support and strategic guidance to legislative and policy development workgroups.
- Work with Legislative Director to track legislation and develop legislative strategies.
- Work with the Communications Director to make sure assigned issues are explained accurately in all internal and external communications materials.
- Work on other projects in consultation with the Chief of Staff as needed.

Qualifications

- A track record of developing and managing strong working relationships with a diverse group of stakeholders.
- Knowledge of current state legislative issues in Oregon, with preference for job experience that includes working in the Capitol through a legislative session.
- Strong communication skills, both oral and written.
- Experience working as part of a team of professionals in a fast-paced environment.
- Experience working with elected officials and navigating a partisan environment.

Salary and Benefits

Benefits include a contribution toward the cost of health and dental insurance (95% or 99% depending on your plan selection); optional life and disability insurance programs; a paid retirement program for qualifying individuals; and paid vacation, holidays and sick leave. The annual salary range is \$48,000 to \$60,000.

How to Apply

Send a cover letter and resume to Jennifer Ranstrom, office manager, at Jennifer.ranstromsmith@oregonlegislature.gov.