

## **General Job Description**

- Position is full-time, year-round with requirement to be in Salem during the legislative sessions and in-district travel or Salem presence when 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 relationship 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.
- 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 to Cassie Hayt at crkornacki@gmail.com.

- 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. However, to be considered for the first round of interviews, applications must be received by November 23<sup>rd</sup>, 2016

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