

**Oregon State Legislature  
Outreach and Member Services Director  
Job Description**

<b>Classification Title</b>	HMO Legislative Affairs Specialist 2		
<b>Job Code:</b>	9903	<b>Job Family:</b>	Legislative
<b>Pay Grade</b>	12	<b>Date Reviewed:</b>	
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	01/2025

**GENERAL SUMMARY**

This position will be the primary point of contact for caucus members' staff to advise and support the development of strategies for various external and internal communications of the office's activities, successes, and positions on major policy priorities. This position will also be lead on monitoring a policy portfolio to advice the policy goals and priorities of the Caucus. Prepares content and identifies proper responses for public and constituent communications. Assists caucus members' staff learning about current policy issues, the legislative process, and provide professional development opportunities. Work with other staff in the HDO to support caucus members and their priorities. Will manage the HDO internship program during legislative sessions.

**REPORTING RELATIONSHIPS AND TEAM WORK**

Reports to the Caucus Administrator or Chief of Staff.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Serves as the primary point of contact for caucus members' staff to advise and support the operations of their member's office. Including but not limited to developing constituent responses, navigating constituent casework, and assisting answer caucus members' staff with legislatively related questions.
2. Plan and facilitate Legislative Assistant Caucus meetings for caucus members' staff to learn about current policy issues, provide updates on the legislative session, provide professional development opportunities, and answer questions. These are often held weekly during legislative sessions and monthly in the interim.
3. Be lead on a policy area, depending on their policy area interest and expertise, that could include education, consumer protection, economic development, natural resources, energy, climate, or water.
4. Meets with legislators, staff, stakeholders, members of the public, and policy advocates. Gathers information on legislative priorities.

5. Will develop, coordinate, and supervise the House Democrats Office internship program.
6. Assists caucus members in hiring staff by maintaining a resume bank of people interested in working in the legislature and when necessary, helping connect potential applicants with member offices.
7. Advises and supports caucus members' staff in the development and execution of media and outreach plans and pursuing press coverage about the office's activities, successes, and positions.
8. Advises and supports caucus members' staff development of outreach plans, managing and coordinating interview requests, advising on issue messaging, and supports event preparation.
9. Advises and supports caucus members' staff on message development, communication, and outreach.
10. Collaborates with Caucus Communications Director to read and summarizes daily news stories for the office.
11. May create graphic design and layout work for online informational materials.
12. May represent the office at meetings or community events.
13. May provide other support such as monitoring, providing back-up for other office staff, representing the office at legislative and public meetings, preparing memos, answering process questions, preparing speeches, testimony, and other communications. May also provide staff training.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Political issues and contexts
  - Current events
  - Policy details and history
  - Basic graphic design concepts
  - Regional media and press corps
- **Skill in:**
  - Verbal and written communication
  - Editing and proofreading
  - Strategic thinking
  - Organization and time management
- **Ability to:**
  - Maintain positive relationships with members of the media
  - Work effectively under pressure with tight deadlines
  - Translate complex policy detail for public consumption
  - React quickly to breaking news
  - Communicate strategies succinctly

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree and five (5) to seven (7) years of related experience.

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

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Positions in this class have good working conditions relatively free from unpleasant environmental conditions or hazards. Office environment.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.