

# LEGISLATIVE ASSISTANT

Senator Diane Rosenbaum, Senate Majority Leader and Senator for Senate District 21, representing Southeast Portland, Milwaukie, and Oakgrove, will be hiring a legislative assistant. The position will be permanent and will start no later than June 16th, 2014. Salary is dependent on experience. Excellent benefits package.

## DUTIES AND RESPONSIBILITIES

The legislative assistant (LA) works as a dynamic team member of the Senate Majority Office. Under the supervision of the Senator, the legislative assistant provides legislative and administrative support, performs constituent casework, and handles general communication tasks.

- **Legislative Support**

The LA monitors committee hearings and floor debates as required, and reports legislative action or developments to the member. He or she works with legislative counsel to amend or draft legislation at the direction of the member. The LA tracks the member's personal legislation, works to promote passage, and coordinates legislative research.

- **Constituent Services**

A principal duty of the legislative assistant is to answer all constituents' inquiries that concern legislation by drafting letters and emails, making telephone calls, or participating in face-to-face meetings. The LA conveys the legislator's position on legislation, and also conveys district concerns to the legislator. He or she also assists constituents in dealing with government agencies by gathering information from agencies and other sources. The position requires someone who is competent in writing and research; who possesses skills that enable him or her to help solve constituents' problems and act as liaison between the legislator and constituents.

- **Communications & Social Media**

The LA is responsible for the district related communication efforts on behalf of the Senator. The LA drafts letters, speeches and testimony, as needed. The LA coordinates production of the member's district newsletters, surveys or other bulk mailings, monitors the member's website to ensure information is up to date. The LA will be responsible for maximizing the Senator's social media opportunities, including management of Twitter and Facebook accounts.

- **Office & Intern Management**

This position will also include administrative support functions including but not limited to answering phone calls, filing and greeting visitors to the office. The LA will also be responsible for coordinating the hiring process for Session interns who will assist in general office functions, both constituent and legislative. The LA will serve as intern supervisor.

- **Performs other related duties as assigned**

## WORKING CONDITIONS

The Legislative Assistant works in a fast-paced team environment. During the legislative session this position will be based in the Capitol building in Salem. During the interim, this position will be primarily located in the Senator's district office in Southeast Portland, with some time spent in the Salem office. This position may have to work evenings and some weekends with some limited travel required. Working directly for the Senator, the legislative assistant must be able to perform duties in a typical office setting with little supervision.

## MINIMUM QUALIFICATIONS

- A bachelor's degree or an equivalent combination of experience and education.

## DESIRED ATTRIBUTES

- Excellent oral and written communication skills, as well as basic research and editorial skills. A successful applicant should have the ability to research policy concepts and write clearly and persuasively, as well as excellent communication skills in order to work effectively with constituents, lobby and legislative staff.
- Excellent organizational skills, ability to prioritize and delegate work as needed.
- Familiarity with basic Windows operating systems, specifically Microsoft Outlook; Experience organizing and maintaining both computer and paper files is essential. Experience with social media, Twitter and Facebook.
- Must possess the ability to work independently and to meet specific goals and timelines based on oral or written instructions.
- A master's degree or other advanced degree, or experience working in the legislative process or public policy development is a plus.
- In addition, an ideal candidate will be familiar with Senator Rosenbaum's areas of interest and legislative priorities, as well as be familiar with the demographics of her district and the areas of interest to her constituency.

## TO APPLY

Applications will be accepted until the position is filled. **To be considered in the first round of interviews, all application materials must be received by 5:00 PM, May 2nd, 2014.**

Mail, email, or deliver your resume and letter of interest to:

Sen. Diane Rosenbaum  
900 Court St. NE, Rm. S-223  
Salem, Oregon 97301  
Email: [sen.dianerosenbaum@state.or.us](mailto:sen.dianerosenbaum@state.or.us)

Questions concerning the position should be directed to Senator Rosenbaum's office at (503) 986-1721. Sen. Rosenbaum's office cannot be responsible for materials that are lost in the mail, illegible, or missing as a result of transmittal.

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