

Recruiting for:

POLICY ADVISOR

\$4,000 to 4,500 monthly



LEGISLATIVE ASSEMBLY

SENATE MAJORITY OFFICE

The Senate Majority Office is seeking a limited duration policy advisor for the 2017 Legislative Session. This position will end on or before August 31, 2017.

DUTIES AND RESPONSIBILITIES

- ◆ Perform analysis and provide advice to members of the Senate Democratic Caucus and Legislative Assistants on important public policy issues.
- ◆ Regularly present analyses in writing and orally to caucus members and staff—often on tight deadlines.
- ◆ Work with the Majority Leader, caucus staff and Senate Democratic Caucus members to pursue a strategic legislative agenda for the 2017 session.
- ◆ Assist with research, strategy development, and public education efforts to assure best chance of success on priority bills.
- ◆ Maintain files and other information in assigned issue areas, and track legislation in assigned committees, in order to effectively brief and otherwise prepare Senate Democratic Caucus members for upcoming committee and Senate floor votes.
- ◆ Work with Senate committee chairs to assure due consideration of caucus and individual member priorities.
- ◆ Support the work of Legislative Assistants by responding to policy requests, and developing and executing staff legislative trainings.
- ◆ Build and maintain strong relationships with diverse stakeholders with varied interests.
- ◆ Oversee the tracking of legislation, production of floor-reports for each legislative session, and the development of policy issue briefs.
- ◆ Work on other projects on an as-needed basis.

HIRING INFORMATION

- ◆ This position will begin in December 2016 and the candidate selected must be willing to serve through the 2017 Legislative Session, which ends in July 2017. The length of the position is limited to August 31, 2017.
- ◆ 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.

WORKING CONDITIONS

The Policy Advisor works in a partisan political environment in the Capitol building in Salem. Unpredictable work hours, including evenings and weekends, are required during the legislative session and other heavy workload periods.

NECESSARY SKILLS

- ◆ Excellent writing, editing, speaking and analytical skills;
- ◆ Successful experience researching complicated policy issues and providing clear and concise findings in written and speaking presentations.
- ◆ Understanding of the legislative environment.
- ◆ Ability to work as part of a team.
- ◆ Demonstrated ability to quickly collect, analyze, and convey information about legislative issues to a variety of audiences.
- ◆ Experience presenting information in writing and orally.
- ◆ Must be a self-starter with excellent oral and written communication skills and must enjoy working collaboratively.
- ◆ Ability to work individually in a self-directed manner and as part of a team.
- ◆ Ability to produce consistent, quality work under deadline in a fast-paced environment.
- ◆ Ability and willingness to work outside of normal business hours as the legislative session dictates.
- ◆ Ability to manage several issues and projects simultaneously and to adjust to frequently changing demands.

MINIMUM QUALIFICATIONS

- ◆ Bachelor's degree in public policy, political science or a related discipline; advanced degree is preferred.
- ◆ Three (3) to five (5) years of experience working in the legislative process, either at the state or federal level.

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

TO APPLY

To apply, please e-mail (1) a cover letter, (2) a current resume, (3) two recent writing samples, (4) three references, and (5) a completed Legislative Administration employment application to Carol Suzuki at Carol.Suzuki@oregonlegislature.gov.

- ◆ The cover letter should describe how you meet the minimum qualifications and necessary skills.
- ◆ The two writing samples should pertain to the position, e.g. policy brief, issue talking points, etc.
- ◆ If interviewed, a writing test may be required.
- ◆ All applications will be confidential; references will not be contacted unless a candidate becomes a finalist.

This position will remain open until filled. However, to be considered in the first round of interviews, applications must be received by November 18, 2016.

Any questions concerning this position should be directed to the Senate Majority Office at 503-986-1700. TTY 503-986-1374.

The Legislative Assembly 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*

Closing Date: November 18, 2016

**LEGISLATIVE ADMINISTRATION
EMPLOYEE SERVICES
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SALEM, OR 97301-4043**

