

SESSION OFFICE ASSISTANT

Application Deadline: 5:00pm on Friday, November 25, 2016

Selected Candidate Interviews to Be Held: Thursday, December 8, 2016

Job Title: Session Office Assistant

Location: Salem, OR

Duration: Limited duration for the 2017 Legislative Session, February 1, 2017 - July 14, 2017 (Flexible)

Overview: Karin Power, a newly elected State Representative for House District 41 (Sellwood, Milwaukie, Oak Grove, Eastmoreland, Westmoreland, Brentwood-Darlington), is seeking a temporary office assistant to complement and support her legislative office for the duration of the 2017 Legislative Session.

Representative-elect Power is a nonprofit environmental attorney, a millennial, a new parent, and was the first LGBT City Councilor elected in Milwaukie. She is looking to build a team that provides approachable and proactive constituent services, thrives in a dynamic political environment, and is willing to jump in wherever necessary on other tasks as needed by the office. The Office Assistant reports to Representative-elect Power and the Chief Advisor. This full-time position is located in Salem, Oregon.

Position Responsibilities:

- Serve as the first point of contact for constituents on the phone and via email.
- Listen and collect information in order to effectively engage and problem-solve constituent concerns with relevant agencies and other stakeholders.
- Communicate and represent the Representative's positions to legislators, agency and other official staff, stakeholders, and constituents.
- Support research and analysis of actual and potential legislative concepts.
- Support the office in outreach and calendaring.

Minimum Skills and Qualifications:

- Dynamic, positive, highly motivated, responsible, and self-directed.
- Strong written and oral communication skills, with a high attention to detail and tactfulness.
- Fluency in using Microsoft Office products with speed and accuracy.
- Ability to exercise professional judgment and maintain confidentiality where needed.
- One year's experience working in outreach, customer service, or similar field.
- A good sense of humor, communication, and perspective amid multiple deadlines and priorities.
- Familiarity with legislative, administrative and judicial systems a plus, but not required.

Application Requirements:

- High school degree or equivalent desired, plus two years' work experience. Higher education or skill-based training may be substituted for work experience. Lack of a formal educational degree should not be seen as a barrier to application for this position.
- Must be able to work Monday through Friday, 8:30-5:00, in the Salem, Oregon office
- Position may involve occasional evening and weekend work with some limited travel

Position Type/Hours:

- Full-Time

Compensation:

- \$2,100 per month and excellent benefits

Application Instructions:

- Submit the following required information to Representative-elect Karin Power at karinfororegon@gmail.com with "Session Office Assistant" as the subject line.
- Supply the following documents in a **single PDF not to exceed 5MB** in the order listed below:
 - Cover letter, including pronoun preferences
 - Resume
 - Writing Sample
 - Three references (include phone #)

References will not be contacted without approval by the office.

Representative-elect Power is an equal opportunity employer and does not discriminate in the selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations. Women, minorities, and people with disabilities are encouraged to apply. ADA accommodations will be provided upon request.