

House Speaker's Office – Policy Advisor

The Speaker's Office is seeking a full-time Policy Advisor. The Policy Advisor will work closely with the Speaker, the Chief of Staff, and the Legislative Director to research and develop policy solutions and support the overall responsibilities and goals of the Speaker's Office.

DUTIES AND RESPONSIBILITIES

- Provide assistance and support with policy research, strategy development, and public education efforts on assigned policy areas.
- Assist the Legislative Director as needed with policy work and tracking legislation in assigned policy areas.
- Provide staff support to legislative and policy development workgroups.
- Work with communications staff to provide policy and research support on salient issues.
- Build and maintain relationships with stakeholder groups to achieve policy priorities.
- Work on other projects in consultation with the Chief of Staff on as-needed basis.

MINIMUM QUALIFICATIONS

- At least 5 years of experience in legislative advocacy or policy development.
- Knowledge of current state legislative issues in Oregon.
- Demonstrated ability to conduct complex policy research and analysis on tight deadlines, and effectively communicate the results of that work.
- Strong communication skills, both oral and written, and demonstrable experience communicating with a wide range of stakeholders.
- Experience working as part of a team of professionals and with elected officials in a fast-paced and high stress partisan environment.

PREFERRED QUALIFICATIONS

- Job experience that includes working in the Capitol through a legislative session within the last four years.
- Advanced degree in a relevant field.
- Graphic design skills relevant to research presentation (info graphics, charts, statistical modeling, etc.).
- Familiarity with state-level policies related to housing, health Care, or human Services.

SALARY AND BENEFITS

- The Legislative Assembly provides management service benefits to continuing employees, including a state contribution to health and dental insurance; optional life and disability insurance programs; a paid retirement program for qualifying individuals; paid vacation, holidays and sick leave.
- Salary range for this position is \$4,000 - \$6,000 per month.

TO APPLY

- Email your cover letter, resume, three professional references, and a writing sample to Tim Inman at tim.inman@state.or.us
- The cover letter should describe how you meet the minimum qualifications.
- The writing sample should be 1 to 5 pages in length and demonstrate your skill at issue analysis. It can be a position paper, committee testimony, a memorandum, research paper or other policy-related work product.
- All applications will be kept confidential; references will not be contacted unless the applicant becomes a finalist.
- Materials must be submitted by June 15th.