

**Issues Development Staff
Office of the Speaker
Illinois House of Representatives**

The Illinois House of Representatives is seeking a staff professional to fill a position supporting the delivery of services within the Office of the Speaker.

The Issues Development Staff offers a unique opportunity for college graduates to participate in the political process. Staff members assist Democratic state representatives with public relations tasks, constituent outreach, and development and implementation of their legislative agendas. Successful candidates show a willingness to handle both large and small tasks, demonstrate an ability to thrive in a professional, fast-paced work environment, can manage a heavy and diverse workload, and display ingenuity to help members perceive and respond to constituent concerns.

Responsibilities:

- Condense complex legislative concepts into persuasive and concise writing, including press releases and other public relations staples
- Assist members with constituent service, outreach and publicity
- Plan successful events to fulfill the needs and interests of district residents
- Help members tailor their legislative agendas to their districts and convey legislative concepts to residents

Minimum Qualifications:

- Strong writing skills, preferably with AP style knowledge
- Persuasion skills, both written and oral
- A commitment to an unpredictable work environment and the willingness to work long hours, when needed
- Professional demeanor and the ability to adapt and work with different or difficult personalities
- A demonstrated interest in state government, politics and policy, current affairs, public service or non-profit work, particularly in Democratic politics
- Computer proficiency, preferably with the ability to work with data and social media
- Candidates with Spanish language skills (both written and oral), especially those who are certified in translation are preferred.

Salary Range:

- Minimum of \$37,000; Full-time position; compensation based on experience and education
- Health, dental, vision, prescription, behavioral health, and life insurance, for details visit: <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>
- Participation in State Employees' Retirement System
- Optional participation in health savings account and deferred compensation programs
- Competitive vacation, sick, and personal time

Qualified applicants should submit cover letter, resume, and contact information for three professional references to:

Office of the Speaker
Issues Development Unit
Stratton Building, D-Wing
Springfield, IL 62706
Attention: Hiring Officer
Email: KMurray@hds.ilga.gov

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