

**Illinois House of Representatives  
Office of Speaker Emanuel “Chris” Welch  
Legislative Coordinator**

**Job Type:** Full time, Payroll  
**Reports to:** Senior Legislative Coordinator  
**Location:** Springfield, Illinois  
**Number of Positions:** 20 to 25  
**Date:** 10-01-21

**Summary:** The Legislative Coordinator Unit of the Office of the Speaker provides direct, one-on-one legislative support to Democratic members of the Illinois House of Representatives. 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. Each Legislative Coordinator is generally assigned to staff two members of the House of Representatives. The Legislative Coordinator reports directly to a Senior Legislative Coordinator. The position is based in Springfield, Illinois.

**Essential Functions:**

- Work with members’ District Office staff to develop local outreach plan based on knowledge of the district and the members’ legislative agenda;
- Develop members’ legislative agendas and work through drafting process in coordination with Research and Tech Review Units;
- Distribute product from communications staff, tailoring as needed to best fit their members’ districts;
- Assist with constituent communications, correspondence & outreach in coordination with Communications staff and district office staff;
- Staff committees that are chaired by their members;
- Ensure the members’ attendance for committee meetings;
- Attend and memorialize meetings with members as needed;
- Maintain members’ schedules & travel;
- Coordinate local organization and group visits to Springfield;
- Maintain files on members’ legislation, track bill status, and provide bill preparation (such as talking points); and
- Provide general administrative support as needed.

**Required Qualifications:**

- Bachelor’s degree. Candidates applying in 2021 may be exempt with equivalent experience as a Legislative Assistant;
- Strong written and verbal communication skills;
- Ability to work in 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; and
- Candidates with Spanish language skills (both written and oral), especially those who are certified in translation, are preferred.

**Compensation:**

- \$40,000 minimum annual salary;
- 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.

**Work Environment:**

- Work is largely performed in the Illinois State Capitol Building Complex in Springfield, Illinois which is open to the public. Security for the Capitol Complex is provided by Illinois Secretary of State Police.
- The working environment can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with staff, legislators, lobbyists, and members of the public, and must be able to professionally exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm on non-session days and 8:00 am to 7:00 pm on session days. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.

**Application Information:**

Interested candidates should send a resume and cover letter to:

Pamela Lassiter  
Human Resources Director and EEO Officer  
Illinois House of Representatives  
Office of the Speaker  
Stratton Building Room 419  
401 S. Spring Street  
Springfield, IL 62706  
[jobs@hds.ilga.gov](mailto:jobs@hds.ilga.gov)

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

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