

NOW HIRING

Legislative Coordinator

*Illinois House of Representatives,
Office of the Speaker*

The Legislative 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, and can manage a heavy and diverse workload. Each Legislative Coordinator is generally assigned to staff several members of the House of Representatives. The Legislative Coordinator reports directly to a Senior Legislative Coordinator. The position is based in Springfield, Illinois. This is not a remote or hybrid position.

Responsibilities:

- Develop members' legislative agendas and work through the bill drafting process in coordination with, Policy & Budget and Legal Units, and Senior Legislative Coordinators;
- Maintain files on members' legislation, track bill status, and provide bill preparation (such as talking points);
- Staff legislative committees and ensure members' attendance for committee meetings to secure the passage of legislation;
- Work within an assigned team to develop district outreach plans, share caucus-wide outreach opportunities, and support the district office in their constituent outreach;
- Maintain members' Springfield office. Serve as the first point of contact for visitors to the office, schedule and arrange meetings as requested by members, and identify local travel accommodations as needed;
- Coordinate local organization and group visits to Springfield;
- Attend and memorialize meetings for members as needed;
- Provide general administrative support as needed, including receiving, screening, and routing correspondence and telephone calls.

Required Qualifications::

- Bachelor's degree.
- 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; and
- Candidates with Spanish language skills (both written and oral), especially those who are certified in translation, are preferred.

Compensation & Benefits:

- \$49,000 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; and
- Competitive vacation, sick, and personal time.

Work Environment:

- Work is largely performed in the Illinois Capitol Complex in Springfield, Illinois which is open to the public. Security for the Capitol Complex is provided by the 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 the Capitol complex 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. Session day hours are subject to change based on the legislative schedule.
- Occasional weekends may be required.

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

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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