



Now
Hiring

Legislative Coordinator

Office of the Speaker of the Illinois House of Representatives

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 or more 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 opportunity.

Essential Functions

- Develop members' legislative agendas and work through bill drafting process in coordination with Research and Tech Review Units;
- Maintain files on members' legislation, track bill status, and provide bill preparation (such as talking points);
- Work with members' District Office staff to develop district-specific local outreach plans based on knowledge of a members' the district and the member's' legislative agenda;
- Assist with constituent outreach in coordination with Communications staff and district office staff;
- Develop and implement caucus-wide, issue-based constituent outreach programs;
- Develop members' legislative agendas and work through drafting process in coordination with Research and Tech Review Units;
- Assist with constituent communications, correspondence & outreach in coordination with Communications staff and district office staff;
- Staff legislative committees and ensure members' attendance for committee meetings to secure the passage of legislation;
- Ensure the members' attendance for committee meetings;
- Attend and memorialize meetings for with members as needed;
- Maintain files on members' legislation, track bill status, and provide bill preparation (such as talking points);
- Coordinate local organization and group visits to Springfield;
- Maintain members' Springfield office, schedules & local travel accommodations;
- Scheduling appointments and arranging meetings as requested by members; and
- 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, 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.

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 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 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 based on the legislative schedule. Occasional weekends may be required.
- Some travel may be required.

Salary:

- \$43,000 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

FOR MORE INFORMATION OR TO APPLY

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
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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