



LEGISLATIVE ASSISTANT

FOR THE OFFICE OF THE SENATE PRESIDENT



A UNIQUE EXPERIENCE

Are you interested in government and policy? This position is a great opportunity to gain invaluable insight into the legislative process by working directly with an Illinois State Senator.

THE JOB

If you are a thoughtful, independent, detail-oriented professional with strong organizational and interpersonal skills, you might be the perfect person to work directly with a State Senator.

You'll have the ability to participate in a fast-paced team oriented environment. Regular duties include constituent casework, maintenance of bill files and materials important to the senator's legislative agenda, office administration, including scheduling/calendar maintenance, meetings with organizations, and other duties at the discretion of the legislator.



INTERESTED?

Interested applicants should apply with a cover letter, resume and two professional references at:

➤➤ ILLINOISSENATEDEMOCRATS.COM/CONTACT-US/EMPLOYMENT

➤➤ **SPRINGFIELD OFFICE:**
(217) 782-2728

309 State House
Springfield, IL 62706



The Senate President, Senator Don Harmon, is the presiding officer of the 59-member Illinois Senate and the leader of the Senate Democratic Caucus. The Senate President shares primary responsibility for legislative procedures and operations. The Office assists in formation, passage and implementation of legislative policy initiatives. The Senate Democratic Caucus is one of the largest supermajorities in the country with 40 members representing all parts of the State. The Office of the Senate President is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, citizenship or authorized alien status, or veteran status.