

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

Job Type: Full time, Payroll
Reports to: Legislative Director
Location: Springfield, Illinois
Number of Positions: 5 to 7
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. The Senior Coordinator oversees a team of Legislative Coordinators and is responsible for executing day-to-day legislative functions. The position is based in Springfield, Illinois.

Essential Functions:

- Oversee and provide guidance to a team of 5 to 7 Legislative Coordinators and ensure that members’ legislative agendas, outreach, and other activities are executed;
- Assist with the preparation and presentation of staff training and professional development;
- Proactively identify opportunities for legislation development and outreach in member districts;
- Conduct roll calls and engage members on caucus agenda items as needed;
- Fill in for Legislative Coordinators as needed;
- Review legislation;
- Manage caucus bill drafting requests in coordination with legislative coordinators, Research & Appropriations Unit, Technical Review Unit, Office of the Clerk and Legislative Reference Bureau;
- Monitor legislation during filing process and ensure all deadlines are met;
- Assign and oversee legislative brainstorming process to develop new bill ideas for caucus members;
- Serve as oversight for committee operations;
- Assist Director with floor activity when the House is in session;
- Other tasks as assigned by the unit Deputy Director and Director;

Required Qualifications:

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

Compensation:

- \$60,000 annual salary minimum;
- 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 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

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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