

ARIZONA HOUSE OF REPRESENTATIVES



POSITION ANNOUNCEMENT: Democratic Chief of Staff

PURPOSE:

The Chief of Staff (COS) will work under the overall guidance of the Democratic Caucus leadership and serves individual Caucus members' interest. The COS serves as key advisor to Caucus leadership with day-to-day operations to direct and facilitate the development and promotion of policy, and legislative and media strategies to advance the legislative agenda and budget priorities of the Democratic Caucus. The COS understands the political environment and strategically guides the staff and advises Democratic Caucus members.

REPORTS TO:

Democratic Caucus Leadership

SALARY:

Depends on experience and education

DUTIES:

- Manage, develop, and guide team of policy advisors, interns, and administrative assistants.
- Develop and implement policy and political strategy for House Democrats.
- Represent the Caucus for strategic negotiations as necessary to advance the best of interests of the Caucus.
- Have time commitment and flexibility to support Caucus leadership, members, staff, legislative counterparts, executive branch, and stakeholders.
- Proactively work with leadership to manage crises.
- Navigate external and internal politics impacting the Caucus to help members achieve successful results.
- Facilitate an array of policy development and budget priorities with significant social and economic impact to Arizona.
- Collaborate with stakeholders – both proponents and opponents – to magnify priorities of the Caucus.
- Manage internal and external bipartisan relationships to ensure effective communication and advancement of Caucus goals.

- Strengthen community relations.
- Manage internal and external communications. Oversee a message platform that is consistent with the overall legislative priorities of the Caucus.
- Manage external stakeholder relationships.

REQUIREMENTS:

- Bachelor's degree (Master's degree or Law degree preferred).
- Knowledge of and experience with legislative processes and government institutions.
- Strong analytical, research, writing, and oral presentation skills.
- Knowledge of policy issues currently being considered by the Arizona Legislature.
- Professionalism, confidentiality, integrity.
- Ability to succeed in a busy and demanding work environment, juggling multiple projects and deadlines independently.

To apply for this position, please send a resume, cover letter, and three references to Rhonda Barnes at rbarnes@azleg.gov by July 30, 2021.