



We are hiring!

>>> Title: Policy Advisor

The Arizona House Democratic Caucus seeks an experienced and hardworking individual to join our team of policy advisors.

Position Description:

A Policy Advisor provides strategic guidance to the chief of staff and elected officials regarding specific policy area issues. A policy advisor is required to research, analyze and offer advice about potential and existing legislation. The ideal candidate will be proactive, work well in a fast-paced environment, and have experience in public policy and the legislative process.

Duties and Responsibilities:

- Staff legislative committees and policy issues.
- Monitor bills as they proceed through the legislative process.
- Draft bills and amendments with assistance from legislative drafting attorneys.
- Compile information about the impact of legislation through research and discussion with stakeholders, lobbyists, and allied groups.
- Brief Democratic House Members on legislation.
- Prepare written summaries and make oral presentations about legislation.
- Respond to constituent inquiries.
- Draft briefing papers and talking points on assigned issues and legislation.
- Assist other lead staff with community outreach and media relations efforts as needed in assigned legislative subject areas.
- Support other team members on other duties as assigned or required.

Preferred Qualifications:

- 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.
- Professionalism, confidentiality, and integrity.
- Ability to succeed in a busy and demanding work environment, juggling multiple projects and deadlines independently.
- Willingness to be part of a team that works closely and collectively to advance the goals of Caucus Members and colleagues.
- Knowledge of policy issues currently being considered by the Arizona Legislature.
- Knowledge of environmental, natural resource, and water issues preferred.

Compensation:

Salary is negotiable based on experience and education. Benefits include health, dental, vision, and retirement.

To Apply:

Please submit a cover letter, resume, and three references to caragon@azleg.gov by **Wednesday, November 1, 2017**. Please include "Policy Advisor Candidate, YOUR NAME" in the subject line. For questions please call 602-926-5848.