POSITION ANNOUNCEMENT: Democratic Staff Policy Advisor

PURPOSE:
The purpose of this position is to research, analyze, and offer policy advice to Minority Caucus Members about potential and existing legislation. This is a partisan position, serving Legislators that represent the Democratic Party.

SUPERVISOR:
Democratic Chief of Staff, Tracy Lopes

SALARY:
Depends on experience and education

DUTIES:
• 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 of legislation.
• 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.

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 preferred.
• Professionalism, confidentiality, integrity.
• Ability to succeed in a busy and demanding work environment, juggling multiple projects, and deadlines independently.
• Willingnessness to be part of a team that works closely and collaboratively to advance the goals of Caucus Members and colleagues.

To apply for this position, please send a resume and cover letter to Carmen Velarde at cvelarde@azleg.gov. Preference for receipt of applications is July 15, 2022, or until the position is filled. References are not required until interviews.