



## ARIZONA HOUSE OF REPRESENTATIVES

### **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.
- Willingness 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](mailto:cvelarde@azleg.gov). Preference for receipt of applications is July 15, 2022, or until the position is filled.*** References are not required until interviews.