

Organization: Ohio Senate Democratic Caucus

Position: Policy Advisor

As Policy Advisor, the individual analyzes legislation and works to enact legislation and policies on behalf of the Senate Democratic Leader and all caucus members. The individual covers issues pending before the Ohio Senate and Ohio General Assembly as assigned and works with all caucus members and staff to advance our members' legislative agendas. Occasional evening and weekend work is required as well as some travel.

The individual's responsibilities will be determined by the needs of the Democratic Caucus and directed by the Democratic Leader and Democratic Chief of Staff.

PRIMARY DUTIES

Committee Coverage

- Covers committees as assigned and coordinates committee work with Policy Director and Ranking Member of each committee and their staff to ensure advancement of our members' bills and amendments in committee
- Produces analyses of legislation pending in committees, floor reports on bills reported from committees and other work product as needed for members
- Attends and tracks all aspects of committee proceedings, including maintaining detailed files on all bills assigned to committee
- Helps Ranking Members of committees to present bills and issues in caucus meetings

Policy and Legislation

- Works with the Democratic Leader, members and all staff to develop and secure passage of legislation and policy
- Serves as liaison with Senate Republican staff, Ohio House staff, other governmental offices and interested parties to communicate and/or receive policy information

Bill Drafting and Research

- As necessary, makes bill drafting, amendment and research requests from the Legislative Service Commission on behalf of the Democratic Leader or members

Communications

- Answers policy questions and prepares talking points, background information and speeches for the Democratic Leader and members

Applicants should submit their resume, cover letter and up to two writing samples. Submit materials to George Boas, Deputy Chief of Staff, Ohio Senate Democratic Caucus, george.boas@ohiosenate.gov.

Applications will be accepted until the position is filled, but should be submitted with all required materials by July 26, 2019, for priority consideration.