

Organization: Ohio Senate Democratic Caucus

Position: Legislative Aide for Senator Hearcel F. Craig

Job Description: The Legislative Aide (LA) provides essential office support for a Senator. The LA is responsible for the Senator's schedule and closely manages the Senator's events and meetings. They are also responsible for communicating daily with the Senator and the Senior Legislative Aide on the various issues that come up with constituents, meetings, phone calls, etc. The LA will also share legislative duties and/or committee assignments as the Senator sees fit. Previous legislative experience preferred.

Additional duties include:

- Providing scheduling services for the Senator and making travel arrangements
- Planning meetings and logistics, recording proceedings, preparing notices and minutes, and writing reports
- Attending meetings and functions on behalf of the Senator
- Greeting and directing visitors
- Processing commendations and proclamations
- Filing legislative information and organizing the Senator's filing system
- Writing press releases and responding to requests from the media

Legislative Aide salary is \$37,000. Senate employees participate in Ohio Public Employees Retirement System (OPERS) and qualify for health benefits through the state of Ohio:

- OPERS: <https://www.opers.org/>
- Medical: <https://das.ohio.gov/Divisions/Human-Resources/Benefits-Administration>
- Dental/Vision/Life insurance for exempt employees: <https://das.ohio.gov/Divisions/Human-Resources/Benefits-Administration#4289112-exempt-employees-only>

To Apply: Please send cover letter, resume and writing sample to Breanna Stabler, Ohio Senate Democratic Caucus Administrative Assistant, via email at breanna.stabler@ohiosenate.gov.

Deadline: June 24, 2022