

Organization: Ohio Senate Democratic Caucus

Position: Policy Advisor

Job Description: The Policy Advisor 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 members' legislative agendas. Occasional evening and weekend work is required, as well as in-state travel. The individual's responsibilities will be determined by the needs of the Democratic Caucus. The position reports directly to the Director of Policy, Budget & Finance.

Essential Job Functions:

Committee Coverage

- Covers committees as assigned and coordinates committee work with the Director of Policy, Budget & Finance 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

- Serves as liaison with Senate Republican staff, Ohio House staff, governmental offices, and other stakeholders to communicate and/or receive policy information.
- As necessary, makes bill drafting, amendment and research requests from the Legislative Service Commission on behalf of the Democratic Leader or members.
- Answers policy questions and prepares background information, as well as collaborates on talking points and speeches for the Democratic Leader and members.

Education/Experience:

- Bachelor's degree preferred; alternatively, 3 years working in the Ohio General Assembly, or comparable experience required.

Skills and Knowledge:

- Excellent oral and written communication skills and project management capabilities.
- Knowledge of the legislative process, rules, and procedures.
- Ability to maintain confidential and sensitive information.
- Working knowledge of public policy in the state of Ohio.

Benefits:

- Senate employees participate in [the Ohio Public Employees Retirement System](#) as well as [the Ohio Deferred Compensation Program](#), and qualify for [medical, dental, vision and life insurance benefits for exempt employees through the state of Ohio](#).
- Ohio Statehouse parking is provided.

Submit cover letter, resume and writing sample to Breanna Stabler, Administrative Assistant of the Senate Democratic Caucus, via email at Breanna.Stabler@ohiosenate.gov. Deadline to apply is March 20th or until position is filled.