

Location

Austin, Texas

Organization

Confidential

Position

Legislative Assistant

Job Description

Overview: A well established and respected public affairs law firm in Austin, Texas is looking for a dynamic and detail oriented legislative assistant to add to their public affairs lobby team.

Summary: Our firm is looking for an energetic and experienced Legislative Assistant who will primarily be tasked with assisting our firm's lobby team as well as supporting the firm's advocacy efforts. This role requires strong organizational skills, legislative acumen, and communications expertise.

A strong applicant for this job will have experience with and the ability to perform the following duties:

Use Telicon to review, analyze and track legislation of interest;

Assist in the preparation of position papers;

Compose and provide periodic updates and reports to the team and clients;

Work as a team member in support of legislative associates to coordinate and facilitate legislative activities and outreach,

Assist with fostering strong relationships with appropriate local, and state delegations, caucuses, associations, as well as public and private sector officials;

Represent the firm and assist clients at meetings of legislative committees, conferences, and various functions as needed;

Help develop testimony at legislative or other government hearings and meetings;

Assist in the execution of a strategic action plan and budget for the firm's PAC; and

Maintain and support a culture of excellent client services provided in a high-integrity and positive way.

Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience: Bachelor of Arts degree from an accredited university; political science, public or business administration, public policy or other closely related field preferred.

At least two years of Texas legislative experience.

Work Environment: Generally, an office environment, but can involve inside or outside work depending on the task.

Requirements: Proof of U.S. Citizenship or US Permanent Residency is a requirement for this position.

Physical Requirements: Work may involve sitting or standing for extended periods (90% of the time). May require lifting and carrying up to 25 lbs. (5% of the time). Equipment and Machines Standard office equipment (PC, telephone, printer, etc.).

Skills: Excellent interpersonal skill. Excellent communication skill, verbal and written. Excellent organizational skills. Detail oriented communicator with experience with Microsoft applications, Adobe and legislative tracking applications. Ability to work in a team environment. Self-motivated. Applicants will be contacted by the firm's hiring attorney after the posting receives an adequate pool of applicants.

Job Type: Full-time

Pay: \$53,354.00 - \$70,000.00 per year

Benefits:

401(k)

Dental insurance

Health insurance

Health savings account

Paid time off

Vision insurance

Schedule:

Day shift

Ability to Commute: to Austin, TX 78701

Work Location: In person

To Apply:

Please send resume to lawjobapplicant@gmail.com

