

The Idaho State Senate is hiring for the **SENATE MINORITY CHIEF OF STAFF**. This position is exempt from state classified service and the regulations of the Idaho Personnel Commission.

**CLOSING DATE:** Priority given to applications received by JUNE 17, 2022. Position open until filled.

**COMPENSATION:** Pay dependent on qualifications. Competitive benefits, including paid vacation and sick leave; medical, dental, and life insurance; short and long-term disability; and flexible spending accounts (FSA) available.

**HOURS:** This position is 40 hours per week when the Idaho State Senate is meeting (January through March and as needed) and 20 hours per week during the interim.

**RESPONSIBILITIES:** The Senate Minority Chief of Staff manages and oversees the Senate Minority Leadership Office in the Idaho Statehouse in Boise, ID. Duties include:

- Answering phones and e-mails,
- Researching policy issues, legislative history, and legal issues,
- Taking the lead in hiring, assigning, and supervising temporary Minority Staff Assistants for the legislative session,
- Drafting newsletters and correspondence, and
- Other duties as assigned.

**QUALIFICATIONS:** Strong research and writing skills, good judgment, ability to maintain confidentiality, flexibility, and ability to work well with Senators, legislative staff, and the public. College degree or office work experience preferred.

**TO APPLY:** E-mail a cover letter, resume and three references to Catherine Lewers at [snmls@senate.idaho.gov](mailto:snmls@senate.idaho.gov).

For additional information, please contact Catherine Lewers at [snmls@senate.idaho.gov](mailto:snmls@senate.idaho.gov) or 208-332-1351.