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 October 6, 2023. Position open until filled.

COMPENSATION: $20.00 - $23.00 -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 phone and emails
- Managing scheduling for the Minority Leader
- Conducting constituent outreach about policy concerns
- Researching policy issues, legislative history, and legal issues
- Taking the lead in hiring, assigning, and supervising seasonal Minority Staff Assistants for the legislative session
- Drafting newsletters and correspondence
- Other duties as assigned

QUALIFICATIONS: Strong research, writing, computer skills, and good judgment, initiative, ability to maintain confidentiality, flexibility, and the 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 Jennifer Novak, Secretary of the Senate at jnovak@senate.idaho.gov. For additional information, please contact Jennifer Novak at (208) 332-1309.