



Administrative Coordinator, Part-time

The Office of Performance Evaluations (OPE) seeks a qualified candidate for the part-time position of administrative coordinator. At OPE, you will serve the Idaho Legislature and the people of Idaho by being a key player in ensuring our work is credible, responsive, creative, and effective. Key responsibilities include reviewing office publications for clarity and grammatical errors, designing visually appealing layouts for print and digital content, responding to requests for information from legislators and the public, managing office logistics, and supporting the director and staff.

OPE is an independent agency of the Idaho Legislature, governed by the state's bipartisan and bicameral committee, the Joint Legislative Oversight Committee (JLOC). OPE is dedicated to promoting confidence and accountability in state government. The office has been nationally recognized for its influential work. OPE conducts independent, nonpartisan evaluations that consider a wide range of stakeholder perspectives and are often complex and politically sensitive. Working at OPE will allow you to interact with and contribute to a broad range of public services. Our office has done work in the fields of education (K-12 and higher education), health and human services, criminal justice, tax policy, local government, and natural resources. For more information about the office, see <http://legislature.idaho.gov/ope/>.

Duties may include:

- Copyediting documents and publications for style consistency, clarity, and grammatical errors

- Collaborating with evaluation teams to design visually engaging materials such as reports, presentations, newsletters, brochures, and other print and digital content that communicates complex information to members of the Legislature and public

- Ensuring the logistical and administrative needs of the office are met such as timekeeping, bill paying, scheduling, records management, budgeting, website maintenance, and other support tasks

- Interfacing with other state agencies for administrative tasks

- Supporting evaluators as they communicate with stakeholders, the Legislature, and the public throughout the course of an evaluation

- Supporting the administrative needs of the JLOC

Part time with benefits: Approximately 20 - 25 hours per week

Salary: \$24 - \$28 per hour depending on experience and education, [plus competitive benefits](#)

Education: Bachelor's degree or related work experience

Qualifications:

Ability to conduct objective, nonpartisan work

A proactive, creative, flexible, resourceful, and service-oriented approach to problem solving

Well-developed interpersonal and teamwork skills

Ability to work independently and under time constraints

Demonstrated experience in copy-editing and desktop publishing

Demonstrated experience in managing administrative functions like human resources and budgeting

Proficiency in Microsoft Publisher, Word, Excel, and Adobe Creative Suite or other desktop publishing software

General knowledge of state government

To apply, submit a resume, a cover letter, and the names and contact information of three professional references to:

Mackenzie Moss

Office of Performance Evaluations

Idaho Legislature

PO Box 83720

Boise, ID 83720-0055

Application deadline: Friday, June 2, 2023

Special Notification: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.