

The Office of Senator Dan Sullivan seeks a hardworking and quick-learning Legislative Assistant in the Washington D.C. Office.

Primary Duties: Primary duties include managing a legislative portfolio, approving and supervising the completion of relevant constituent correspondence, assisting in the development of policy positions and legislative initiatives, and working with federal agencies to achieve positive policy outcomes for Alaska.

Specifically, this individual will be responsible for a legislative portfolio primarily focused on Alaska Native and Indian Affairs issues, among others.

Responsibilities: Typical responsibilities include providing scheduling recommendations and meeting briefing memoranda, working with the Senator, the Chief of Staff, Senior Staff, and the Legislative Director to formulate positions on assigned legislative issues, monitoring relevant legislative activity on the Senate floor and handling long-term and short-term legislative planning for the Senator within assigned legislative portfolio, overseeing the progression of relevant bills with which the Senator is involved as they move from Committee to the Floor, recommending strategies and tactics on bills and positions, meeting with groups of key constituents and other relevant office visitors, preparing legislative memoranda, monitoring and reporting relevant floor action, and coordinating responses to relevant legislative and constituent mail.

Requirements: This is a full-time position. Candidates must possess a bachelor's degree and are expected to be highly committed. A law or other advanced degree is preferred, but not required. Ideal candidates are detail-oriented self-starters, who have strong communication skills (both speaking and writing), and are highly organized. This is not an entry level position and is based in the Washington D.C. office.

Please email a cover letter and resume to senatejob49@gmail.com and put "Legislative Assistant Opening" in the subject line.