



MASSACHUSETTS STATE SENATE | LEGISLATIVE AIDE

SUMMARY:

Currently serving her third term in the Massachusetts State Senate, Senator Becca Rausch (D-Needham) **is a proven champion of intersectional equity, strengthening our democracy, and stellar service to her constituents.** The Legislative Aide will support all team members and departments, including legislation, communications, district events and priorities, and constituent services, in addition to administrative work. This is an entry-level position with opportunities to gain experience in multiple aspects of Senate work and increased responsibility as proficiency is demonstrated.

ESSENTIAL JOB FUNCTIONS:

- Answer office phones and email, check the mail, receive visitors, order citations, manage Senator correspondence, greet visitors to the State House, and facilitate routine inter-office communications.
- Assist with maintaining the Senator's schedule under the supervision of senior staff.
- Coordinate State House and in-district meetings for Senator.
- Assist constituents in dealing with government agencies to resolve problems related to the receipt of government services. Conduct constituent casework. Create and maintain casework records.
- Liaise with citizen groups, agencies, individuals, and other stakeholders.
- Provide staff support to Senator in the State House or district.
- Create digital content such as graphics and text for the Senator's social media streams, newsletter, and website.
- Monitor media for emerging issues and information related to legislative business.

OTHER DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Research, track, and analyze legislation and budget items of interest to the Senator.
- Monitor committee hearings or floor debates and report legislative action or developments to Senator or appropriate office staff.
- Draft written materials such as correspondence, testimony, press releases, newsletters, and talking points.
- Attend events with the Senator or on their behalf.
- In absence of Senator or other senior staff, act as contact with media or represent Senator at meetings.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- One to two years of college or technical school.

- Ability to communicate, coordinate and work effectively with the public, members of the legislature, legislative staff, and executive branch.
- Ability to work cooperatively with legislators.
- Knowledge of office computer applications.

PREFERRED QUALIFICATIONS:

- Strong organizational skills including email and social media management;
- Ability to multi-task effectively, work independently, and meet deadlines on short notice;
- Ability to prioritize and follow up as needed to ensure tasks are completed timely;
- Experience in drafting social media graphics and digital content;
- Strong interest in politics and government;
- Commitment to advancing intersectional equity;
- Excellent writing, communication, and interpersonal skills;
- Excellent research and analytical skills;
- Experience with office work preferred;
- College-level reading, writing, and analytical skills; and
- Connection to the Senator's district.

SALARY AND BENEFITS:

The salary range for this position is \$50,138 to \$57,830; salary will be commensurate with experience. Benefits include generous health, dental, and vision benefits, paid sick and family leave, 10 days paid vacation, federal and state holidays, and paid sick days. The accepted candidate will be responsible for providing health insurance for themselves for up to the first 60 days of their employment.

To apply for this position, please email your resume and a cover letter to Madelein McCormick, Chief of Staff, at Madelein.McCormick@masenate.gov with "Legislative Aide Application" in the subject line. Applications will be reviewed on a rolling basis until the position is filled. Submit by December 22, 2023, for priority consideration.

Equal opportunity employer. Candidates of diverse backgrounds are strongly encouraged to apply.