



MASSACHUSETTS STATE SENATE | LEGISLATIVE DIRECTOR

SUMMARY:

Recently re-elected to 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 Director is a senior member of the Senator's team and serves as advisor and manager for the Senator's legislative agenda. The Legislative Director is the office point person on all legislative matters including, but not limited to: bills filed and co-sponsored by the Senator, legislation before the Senate, and legislative concerns from constituents. The Legislative Director leads the development of policy positions and oversees all legislative initiatives on behalf of the Senator.

ESSENTIAL JOB FUNCTIONS:

- Research policy issues and draft legislation, amendments, and committee testimony.
- Collaborate with and advise the Senator and senior office staff on the formulation of strategies and legislation designed to advance the Senator's policy and budget priorities.
- Monitor and maintain up-to-date knowledge on legislation affecting the Senator's district and legislation on which the Senator is a principal sponsor or co-sponsor.
- Organize and manage workflow for hearings, meetings and events related to the Senator's legislative priorities and committee assignments.
- Respond to legislative-related inquiries and communications from constituents, organizations, legislators, and other stakeholders.
- Brief the Senator on key issues prior to meetings, caucuses, and Senate sessions.
- Convene, inform, and persuade various stakeholders regarding the Senator's legislative priorities.
- Draft and edit speeches, talking points, and remarks for the Senator.

OTHER DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Research policy and legal issues related to legislation assigned to the Senator's committees.
- Provide constituent services and case work on district issues, and support district events.
- Assist with messaging, media relations and constituent outreach regarding the Senator's legislative agenda.
- Attend events with the Senator or on their behalf.
- Assist with general administrative duties: answering phones, ordering supplies, sorting mail.

- Train, supervise, or participate in the hiring of office staff or interns.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree and at least 1 year of relevant work experience, or any of the following combinations of education and experience:
 - Associate's degree and at least 3 years of relevant work experience;
 - Graduate degree or higher in a related field; or
 - At least 5 years of relevant work experience.
- Experience with and knowledge of the legislative process, public policy, or special-interest advocacy.
- Excellent oral and written communication skills.
- Temperament to communicate with a variety of personalities in a tactful, positive, and professional manner.
- Excellent interpersonal skills with the ability to work cooperatively and professionally in a dynamic work environment.
- Ability to produce quality work under pressure and in a fast-paced environment.
- Ability to maintain a flexible schedule including working extended hours, possibly on nights and weekends.

PREFERRED QUALIFICATIONS:

- Juris Doctor (JD) degree.
- A member in good standing of a state bar, or a law graduate who took the July 2023 bar exam.
- At least 2 years of relevant work experience.
- Outstanding research, analytical, and problem-solving skills.
- Experience providing guidance, supervision, and mentorship to staff and interns.
- Experience conveying policy positions and legislative votes to advocacy organizations and an ideologically diverse audience.
- Strong organizational skills, thoroughness, and careful attention to detail.
- Fluency and ease with technology and communication platforms, including but not limited to Microsoft Office 365, Google Docs, and Zoom.
- Ability to quickly develop thorough knowledge of office administration, policies, practices, and procedures.
- Experience in one or more of the Senator's policy priority areas.
- Connection to the Norfolk, Worcester, and Middlesex district.

SALARY AND BENEFITS:

The salary range for this position is \$57,363 - \$77,147; 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 Director Application” in the subject line. Applications will be reviewed on a rolling basis until the position is filled. Submit by Friday, September 1, 2023, for priority consideration.

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