

Legislative Assistant

General Description:

Longtime seasoned lobbying firm seeking a qualified person to perform key client-facing tasks including bill tracking and monitoring, writing summaries, review documents for accuracy and assistance with FPPC compliance. Capitol Track (or similar service) experience desired. Some Capitol and/or agency experience is preferred. Practical, hands-on knowledge of social media, publishing, Excel, Word, and other platforms. Eager to work in a positive team setting.

Duties and Responsibilities:

Research and Analysis:

1. Utilize the Capitol Track system to accurately track and maintain the database of state legislation ensuring all bill positions are up-to-date and accurate in the system
2. Prepare and ensure distribution of legislative tracking reports as identified in the Legislative Tracking Schedule
3. Monitor media for press releases and articles relevant to our clients
4. Review, edit, finalize and ensure accurate distribution of position letters, comment letters, or any other correspondence as directed
5. Provide the monthly research report requested by Client no later than the first business day of each month
6. Duties as identified and assigned

Administrative Support:

1. Create and update Bill Files daily with hard copies of amended versions of the bill, position letters, correspondences, amendments, press
2. Review lobbyists' calendars daily to ensure preparation is complete for all meetings
3. Finalize and ensure accurate distribution of position letters, communications and floor alerts
4. Handle administrative tasks such as time entry, updating staff meeting legislative charts
5. Assist with RFP and RFQ responses
6. Duties as identified and assigned

Legislative Support:

1. Understand the legislative process and regulatory environment
2. Attend and provide written summaries of legislative hearings and committee meetings as assigned
3. Duties as identified and assigned

Other Potential Duties:

1. Organize and attend client meetings
2. Meet with firm principals on a regular basis to outline other duties as identified and assigned