

Organization: Ohio Senate Democratic Caucus

Position: Senior Legislative Aide for Minority Leader Nickie J. Antonio

Location: Ohio Statehouse, 1 Capitol Square Columbus, OH 43215

Job Description: The Senior Legislative Aide (SLA) is responsible for essential office support for the Leader. The SLA is responsible for the Leader's schedule and closely manages the Leader's events and meetings. They are also responsible for communicating daily with the Leader and the other staff in the office and Democratic Caucus. The SLA will work on various issues that come up with constituent services, meetings, phone calls etc. The SLA will also share legislative duties and/or committee assignments as the Leader sees fit. Previous legislative experience preferred.

Responsibilities include:

- Planning meetings and logistics; providing scheduling services for the Leader and making travel arrangements.
- Attending meetings and functions on behalf of and with the Leader.
- Providing constituent services.
- Processing commendations and proclamations.
- Filing legislative information and organizing the Leader's filing system.
- Working with the Minority Caucus Communications team on writing press releases and responding to requests from the media.
- Participating in legislative-related meetings with the Leader.

Qualifications:

- Strong written and oral communications skills.
- Ability to maintain confidential and sensitive information.
- Ability to multitask and prioritize deadlines.
- Understanding of the legislative process and state government.
- Experience with Microsoft office.
- Availability to work a flexible schedule, which may include evening and weekend hours, as well as occasional travel.

Minimum Qualifications: Bachelor's degree preferred; 1-year administrative assistant experience.

Benefits:

- Senior Legislative Aide salary is \$50,000.
- Senate employees participate in [the Ohio Public Employees Retirement System](#) as well as [the Ohio Deferred Compensation Program](#), and qualify for [medical, dental, vision and life insurance benefits for exempt employees through the state of Ohio](#).
- Ohio Statehouse parking is provided.

To Apply: Submit cover letter, resume and writing sample to Breanna Stabler, Administrative Assistant of the Senate Democratic Caucus, via email at Breanna.Stabler@ohiosenate.gov.

Deadline: Monday, January 13, 2025