

LEGISLATIVE DIRECTOR

SUMMARY:

Senator Becca Rausch (D-Needham) is a pragmatic progressive, deeply committed to a strong democracy and intersectional social justice. The Legislative Director is a senior member of the Senator's team who advises the Senator and staff on all legislative matters and implements the Senator's legislative agenda in partnership with the Senator and Chief of Staff. The Legislative Director also manages the Senator's committee work, hires and supervises a legal intern, and assists in the budget process.

ESSENTIAL JOB FUNCTIONS:

- Work with the Senator, team, advocates, and Senate Counsel to draft, file, and revise legislation;
- Manage the Senator's legislative portfolio to ensure continuing progress in meeting legislative and policy goals;
- Monitor legislative activity in committees and on the Senate floor, maintaining a real-time knowledge of the Senator's legislation, certain legislation the Senator co-sponsored, legislation affecting the district, and legislation affecting the Senator's priorities;
- Coordinate with House committee staff and ensures that the Senator is able to conduct committee work in a timely and informed manner;
- Fields constituent and advocate meetings as necessary and assists constituents, advocates, and district-centered organizations with legislative matters to help advance their legislative priorities;
- Drafts testimony to committees supporting the Senator's legislation;
- Researches and advises the Senator on diverse legislative, policy and budgetary matters;
- Anticipates and responds to urgent questions and issues;
- Drafts and files legislative and budget amendments;
- Hires and supervises a legal intern; and
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Basic knowledge of state and local lawmaking processes;
- Ability to work cooperatively with a diverse team;
- Ability to prioritize and respond quickly and accurately to urgent and changing demands;
- Excellent written and oral communication skills, especially with regard to communicating across differences in a professional and thoughtful manner;
- Ability to meet deadlines set by the Senator, Chief of Staff, and legislative calendar;

- Fluency and ease with technology and communication platforms, including but not limited to Word, Excel, Google Docs, and task management platforms such as Trello;
- Experience with proactive, problem-solving, team-centered approaches to work;
- Deep commitment to equity in all its forms;
- Law degree required; two (2) years relevant experience.

PREFERRED QUALIFICATIONS:

- Thorough knowledge of and experience with Massachusetts state legislative process and Senate organization and procedures;
- Experience providing guidance, supervision, and mentorship to staff; and
- Thorough knowledge of office administration, policies, practices, and procedures.

The Office of Senator Becca Rausch is an equal opportunity employer. People of color, people identifying as women, and LGBTQ individuals are strongly encouraged to apply.

To apply, please send a resume and 1-page cover letter to Caroline Sherrard, Chief of Staff, at Caroline.Sherrard@masenate.gov with "Legislative Director Application" in the subject line. Please apply by Thursday, January 23, 2020 for priority consideration.