



VERMONT GENERAL ASSEMBLY

Seasonal Committee Assistants

Want to work in a dynamic, engaging, collaborative environment? Apply to be a Committee Assistant at Vermont's State House in Montpelier, Vermont!

The team of Committee Assistants provide daily administrative support to standing House and Senate committees throughout the Legislative Session. Each Committee Assistant coordinates with a committee Chair to ensure efficient focus of the committee's work. Committee Assistants post agendas; maintain their Committee's webpage; schedule hearings and witnesses; support in-person and remote meetings; and communicate with staff, lobbyists, state representatives, and the general public. We make every effort to match candidate's strengths and experiences with the appropriate committee. For the 2025 session, anticipated openings include committees focused on the following areas of interest: budget and finance, commerce and economic development, education, environment, government operations, healthcare, housing, and judiciary.

The starting wage for this position is \$23.50 per hour. This is a full-time, hourly, seasonal position without benefits; eligible for 40 hours of paid time off and holidays. In-person work is required at the State House Tuesday through Friday from January 6, 2025, to mid-May 2025, while the Legislature is in Session. There is flexibility to work remotely most Mondays. Required, full-day, paid training will take place December 9-13, 2024, with optional half day review sessions on December 17 and 19.

Education and Experience:

Required:

- Associate's Degree or equivalent work experience
- 1+ years in a professional work environment

Preferred:

- 2+ years in an administrative, customer-service, or political business environment

Required Skills:

- Detail-oriented and organized, with proven research and administrative capabilities;
- Excellent organizational, interpersonal, and customer service skills, including a willingness to interface with legislators, staff and members of the public;
- Ability to remain nonpartisan in a political environment;
- Excellent written and oral communication skills;
- Calm, tactful, and efficient with the ability to adapt to sudden changes in workflow and task assignments;
- Applicants must be proficient in the Microsoft Suite; familiarity with Zoom is helpful.

To Apply:

Please submit both a resume and cover letter. The cover letter should outline interest in the position, highlight previous relevant experience, and give specific examples of how one or more skills align with the job description. In addition, please select three areas of interest from those mentioned above and briefly state rationale for each selection.

Resumes and cover letters should be saved as a PDF and should be emailed to: HRApplications@leg.state.vt.us. Please put "Committee Assistant" in the subject line. Applications will be reviewed on a rolling basis and interviews will begin on October 21, 2024.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.