



OFFICE OF LEGISLATIVE COUNSEL

SEASONAL COMMITTEE ASSISTANTS

Come work in a dynamic, engaging, collaborative environment! Apply today 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 a Committee webpage, schedule hearings and witnesses, support in-person and remote meetings, and communicate with staff, lobbyists, state representatives, and the general public.

The starting wage for this position is \$25.54 per hour. This is an hourly, seasonal position without benefits; eligible for 40 hours of paid sick leave, to be used as needed, as well as paid State holidays during the session. In-person work at the State House is required, Tuesday through Friday starting January 4, 2027, through adjournment in May 2027. There is flexibility to work remotely most Mondays. Required, in-person, full-day, paid training will take place December 7-11, 2026.

Education and Experience:

Required:

- Associate's degree or equivalent work experience
- 1+ year in an administrative, customer-service, political business environment or professional work environment
- Proficiency in Microsoft Suite and remote-work applications (i.e. Zoom)

Required Skills:

- Detail-oriented and organized, with proven research and administrative capabilities
- Excellent interpersonal and customer service skills, including demonstrated competence interface with legislators, staff and all members of the public
- Ability to remain nonpartisan in a political environment
- Exceptional written and oral communication skills
- Adept at working effectively both independently and as a team member in an environment that is fast paced and demanding
- Proven awareness and demonstrated competence with complex webs of electronic and verbal communication

To Apply:

Please submit both a resume and cover letter to: HRApplications@vtleg.gov. The cover letter should outline interest in the position, highlight previous relevant experience, and give specific examples of one or more skills and how they align with the job description. Please put "Committee Assistant" in the subject line. Applications will be reviewed starting on September 28, 2026.