



OFFICE OF LEGISLATIVE COUNSEL

SEASONAL COMMITTEE ASSISTANT – Immediate Need

Come work in a dynamic, engaging, collaborative environment! We have an immediate need for a Committee Assistant to provide administrative support to the Legislative Committee on Administrative Rules (LCAR), the Judicial Retention Committee, and the Judicial Rules Committee. This Committee Assistant would also support a standing House or Senate committee during the legislative session, in addition to continuing to support the above joint committees.

Committee Assistants coordinate 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 employment. This position will maintain a flexible schedule of up to 20 hours per week starting in Oct 2026. Once the session begins in January 2027, this position will increase to up to 40 hours per week, until adjournment in May 2027. In-person work at the State House is required Tuesday-Friday during session, with flexibility to work remotely most Mondays.

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 should be submitted by October 1, 2026.