



VERMONT GENERAL ASSEMBLY

## Seasonal Committee Assistant: February – May 2026

Come work in a dynamic, engaging, collaborative environment as a Committee Assistant at Vermont's State House in Montpelier, Vermont this winter! We have an immediate need for a new Committee Assistant to staff the House Committee on Commerce and Economic Development.

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's webpage; schedule hearings and witnesses; support hybrid meetings; and communicate with staff, lobbyists, state representatives, and the general public.

The starting wage for this position is \$23.93 per hour. This is a full-time, hourly, seasonal position without benefits; eligible for 40 hours of paid sick leave, to be used as needed, as well as paid State holidays. In-person work is required at the State House Tuesday through Friday from February through mid-May 2026, while the Legislature is in Session. There is 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

Preferred:

- Bachelor's degree
- 2+ year in an administrative, customer-service, political business environment or professional work environment

### **Required Skills:**

- Detail-oriented and organized with proven research and administrative capabilities.
- Excellent interpersonal and customer service skills, including demonstrated competence interfacing with legislators, staff, and all members of the public.
- Ability to remain nonpartisan in a political environment.
- Excellent 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.
- Proficiency in Microsoft Suite and remote-work applications (i.e. Zoom).
- Occasional travel for meetings, conferences, trainings and other work-related matters may be required.

### **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. Cover letters should be a personalized, authentic reflection of your skills, motivation, and personality. Resumes and cover letters should be saved as a PDF and should be emailed to: [HRApplications@leg.state.vt.us](mailto:HRApplications@leg.state.vt.us). Please put "Committee Assistant" in the subject line. Applications will be reviewed on a rolling basis.