



**STATE OF VERMONT**  
OFFICE OF LEGISLATIVE COUNSEL

## Seasonal Resolutions Editor and Coordinator

The Office of Legislative Counsel seeks to hire a Resolutions Editor and Coordinator for its Drafting Operations unit. The Resolutions Editor and Coordinator copyedits, fact-checks, and proofreads drafts of resolutions and assists with other documents produced by legislative staff. The individual helps organize the workflow of the attorney who writes resolutions, performs data entry and retrieval, and coordinates with personnel in other offices who are responsible for processing resolutions. Resolutions are documents adopted by the General Assembly that do not have the force of law and that express approval or disapproval, are laudatory or cautionary, memorialize persons or events, and express congratulations or concerns. Please note that this is not a writing job.

This is a full-time, seasonal position without health benefits, located in Montpelier, VT. The position has a pay range of \$19.06–\$28.60, based on the candidate’s applicable qualifications and experience. This role will start in early December 2024 with an anticipated end date of mid to late May 2025.

### **Education and Experience:**

- Bachelor’s or associate’s degree in English or related field or equivalent work experience

### **Required Skills:**

- Organized, calm, tactful, and efficient under pressure
- Ability to adapt to sudden changes in workflow and task assignments
- Strong attention to detail and accuracy
- Strong mastery of English grammar, punctuation, and spelling
- Ability to perceive and correct factual errors, both major and minor
- Familiar with copy editing to a style guide, including the Chicago Manual of Style
- Ability to read and write both hard-copy documents and electronic communications
- Ability to work independently, as well as communicate and collaborate cross-functionally
- Ability to maintain confidentiality
- Proficient in Microsoft Suite and able to navigate spreadsheets and databases

### **Preferred Skills:**

- Experience in copy editing or proofreading, or both
- 2+ years in a professional work environment with editing and proofreading experience

To apply, please submit a resume and a cover letter explaining your interest and qualifications by email to: [HRApplications@leg.state.vt.us](mailto:HRApplications@leg.state.vt.us). Please put your name and “resolutions application” in the subject field of the email. Applications must be submitted by November 15, 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.