



OFFICE OF LEGISLATIVE COUNSEL

Seasonal Legislative Drafting Coordinator

The Office of Legislative Counsel seeks to hire a Seasonal Legislative Drafting Coordinator for its Drafting Operations unit. The Drafting Coordinator works on legislative documents that have been drafted by legal staff and reviewed by legislative editors. The Drafting Coordinator enters information into the legislative database and various tracking documents, updates files as appropriate, formats and makes corrections in bills and documents, posts documents to the legislative website, assists in managing the daily workflow to ensure deadlines are met, and communicates and coordinates with other legislative staff.

The starting wage is \$23.00 per hour, with potential for an initial offer adjustment based on applicable qualifications and experience. This is a full-time, seasonal position without health benefits, located in Montpelier, VT. This role will start in early November 2026 with an anticipated end date of mid to late June 2027. The position may require late-night and early-morning coverage as needed when the Legislature is in session (January–May).

Education and Experience:

Required:

- Associate degree or equivalent work experience.
- 1+ year of work experience in a professional environment.

Preferred:

- Bachelor's degree.
- 2+ years of work experience in a professional environment.

Required Skills:

- Organized, calm, tactful, and efficient with the ability to adapt to sudden changes in workflow and task assignments.
- Strong attention to detail and accuracy.
- Understands the legislative process in order to anticipate upcoming needs and communicate and collaborate effectively with stakeholders at every stage of bill passage.
- Skilled at recognizing patterns of problems and successfully troubleshooting.
- Excellent interpersonal and customer service skills, including a willingness to interface with all legislators, staff, external agencies, and members of the public.
- Ability to perform at the highest level under pressure and consistently meet deadlines.
- Ability to remain nonpartisan, professional, and impartial while working in a political environment.
- Proficient in Microsoft Suite and Adobe with an ability to learn various other software.

Preferred Skills:

- Copy editing or proofreading experience is helpful.

To apply, please submit a resume and a cover letter explaining your interest and qualifications by email to: HRApplications@vtleg.gov. Please put your name and "seasonal drafting coordinator" in the subject field of the email. Applications should be submitted by September 30, 2026, and will be reviewed on a rolling basis.

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