



**STATE OF VERMONT  
GENERAL ASSEMBLY**

## Office of Legislative Operations

### Now Hiring Committee Assistants

The Office of Legislative Operations is hiring Committee Assistants to be part of the Committee Services team. The Office of Legislative Operations is a nonpartisan office that provides administrative support to all members of the General Assembly.

The Committee Services team provides day-to-day administrative support to House and Senate committees. Each Committee Assistant is assigned to a specific committee and works closely with its chair to help him or her run the committee in the most efficient and productive way. Committee Assistants develop agendas, schedule hearings and witnesses, record proceedings, facilitate remote meetings, and maintain committee documents. Committee Assistants also work with lobbyists and members of the public to provide them with any information they may need regarding the work of the committee.

Applicants must have excellent organizational, interpersonal, and customer service skills and be able to work on a nonpartisan basis with all legislators, staff, and members of the public. Applicants must be proficient in Microsoft and comfortable learning our software systems as well as using remote meeting software. No legislative experience is necessary, and training will be provided.

Salary is \$18 per hour. Positions are full time, temporary, and without health benefits. Paid training will take place December 14–18, 2020. Start date is January 4, 2021 with an anticipated end date of early to mid-May. Position may be remote or in person, or a combination of both.

Please e-mail a cover letter and resume no later than Friday, November 6, 2020 to: [pdelaney@leg.state.vt.us](mailto:pdelaney@leg.state.vt.us). Please put your name and “Committee Assistant” in the subject field of the e-mail (for example, Mary Jones Committee Assistant).

We are 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.