



**STATE OF VERMONT  
GENERAL ASSEMBLY**

**Office of Legislative Operations  
Committee Assistants**

The Office of Legislative Operations is hiring Committee Assistants, in support of the standing committees of the Vermont General Assembly.

The Committee Services team provides daily administrative support to House and Senate committees during the Legislative session. Each Committee Assistant is assigned to a specific committee and works closely with its Chair to ensure an efficient focus of the committee work. Committee Assistants post agendas, maintain the Committee Information Page, schedule hearings and witnesses, facilitate remote meetings, and support communication to the staff, lobbyists, other state representatives, and the general public.

Applicants must be proficient in the Microsoft Suite and remote work software, such as Zoom; detail-oriented, with excellent organizational, interpersonal, and customer service skills; be able to remain nonpartisan in a political environment; and be willing to interface with all legislators, staff, and members of the public. No legislative experience is necessary, and training will be provided.

The starting wage is \$22.62 per hour. Positions are located in Montpelier, VT, are full-time, temporary, and do not include health benefits. Paid training will take place December 12-16th, 2022. The position start date is January 3, 2023 with an anticipated end date of early to mid-May.

Please e-mail a cover letter and resume to: [HRapplications@leg.state.vt.us](mailto:HRapplications@leg.state.vt.us). Please put your name and "Committee Assistant" in the subject field of the e-mail.

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.