

SESSION AIDE FOR SENATOR BRAD HAWKINS (SESSION ONLY)

EXEMPT RECRUITMENT ANNOUNCEMENT

JOB TITLE:	Session Aide for Senator Brad Hawkins (Session Only)
SALARY:	\$3,109.00
REPORTS TO:	Senator Brad Hawkins and his Legislative Assistant
LOCATION:	Olympia, Washington
CLOSES:	December 4, 2022 at 5 PM PST

Washington State Senator Brad Hawkins is seeking qualified candidates to fill one Legislative Session Aide position. This work will be in-person and based in Olympia. The Session Aide will work full time (January 3, 2023 – late April 2023) part of a team to successfully fulfill the obligations of his Senate office.

Typical Work

- Assist the Legislative Assistant to carry out the daily operations of the Senate office.
- Help with constituent interactions; complete research and follow ups as appropriate.
- Serve as a liaison between the Senator and legislative staff, constituents, and organizations.
- Track progression of the Senator's bills through the legislative process.
- Process incoming and outgoing mail and other correspondence.
- Perform other work as required.

Desirable Qualifications

- Highly organized with strong attention to detail.
- Communicate effectively, both orally and in writing.
- Work independently and cooperatively with others.
- Exercise professional judgment, discretion and confidentiality.
- Effective personal computer and software skills.

Skills

- Work under pressure and meet deadlines.
- Work independently and in teams.
- Be pro-active, organized, and self-directed.
- Communicate clearly and concisely in writing and orally.
- Manage multiple projects simultaneously.

Salary and Benefits

Salary \$3109.00 per month. Benefits are not provided.

To Apply

Please submit cover letter and resume to brad.hawkins@leg.wa.gov. All application materials should be submitted no later than December 4, 2022.

The Washington State Senate is an Equal Opportunity Employer.