

General Court of NH Job Posting

The New Hampshire Senate is seeking a dynamic and talented Democratic Caucus Director to join our team in Concord, NH. As a Caucus Director for the New Hampshire Senate Democratic Caucus, you will play a crucial role in advising Democratic Senators on various aspects of public policy. From the filing of bills to committee debates and veto days, you will be responsible for thorough research, tracking legislative actions, and providing essential support to Senate Minority leadership.

The salary range for this position is \$58,305.00 – 81,042.00 annually and commensurate with experience.

Job Summary

- Read legislation prior to public hearings scheduled in the Senate and prior to consideration on the Senate floor.
- Track all Senate bills, key House bills, and Governor's actions in order to apprise Senate Minority leadership.
- Track Senate Calendar for key committee hearings and floor debates.
- Prepare materials for Senate Democrat Caucus.
- Take detailed notes at Senate Democrat Caucus meetings and communicate with Senate Clerk about any floor amendments, floor debate or any other details impacting Session day.
- Track and prepare committee and floor amendments as needed.
- Prepare floor remarks for Democrat Senators and assist with Senate floor procedures as needed.
- Introduce legislation on behalf of Democrat Senate sponsors.
- Advise Democratic Senators on legislation as it affects their districts and compliments the caucus policy agenda.
- Create briefing papers and talking points as needed on pending legislation.
- Create social media graphics; record and edit video content.
- Build and maintain relations with Senators, Representatives, staff, and stakeholders in order to facilitate consideration of bills from the LSR stage through final disposition.
- Work closely with Minority Policy Director on policy, speeches, and press releases to help Senate Minority leadership develop and communicate their agenda.
- Communicate with Democrat Senators about caucus scheduling, prepare caucus agenda for Minority Leader including possible floor amendments and procedural votes (Table, Divide, Special Order, et al.)

Qualifications:

- Excellent research, writing, and verbal communication skills.
- Strong organizational skills with the ability to prioritize and execute simultaneous tasks on deadline.
- Proficiency in Microsoft Office software and various social media platforms to include X and Instagram.
- Experience with remote meeting platforms.
- Discretion and judgment in representing the New Hampshire Senate at all times.

Experience and Education:

- Bachelor's degree and/or equivalent experience in crafting policy, tracking legislation, and preparing background materials on legislative issues.
- Previous governmental or political experience is a plus.

To apply:

Please email a cover letter and resume to Jennifer Becker – Administrative Office Director at jennifer.becker@leg.state.nh.us .