

## Wanted

### **Part Time Sessional Lobbyist Assistant**

Progressive lobbying firm in Hartford is looking for someone to manage client communications, a bill tracking database and assist daily office activities. The position will run from January 29, 2020 to May 29, 2020. It is a part time position and hours will normally be 9-12 or 1 for most of the legislative session (February 5 – May 6) \*\*. The pay is \$18 an hour.

The position includes meeting with the lobbyists each morning at the Legislative Office Building, picking up information that needs to get out to clients and sending that information out in a timely manner, making appointments with legislators, signing up for public hearings, monitoring public hearings and committee meetings, general office duties, bill tracking, and report writing.

If desired, the position can include doing some work at the Capitol such as following amendments during House and Senate sessions and covering some legislative meetings. Towards the end of the session, the number of hours may increase. This job is ideally suited for someone who is a self-starter and needs minimum supervision.

Minimum qualifications: Strong computer skills, proficient with MS Office, internet and e-mail; excellent communication skills and a sense of humor. Pluses: Knowledge of the Connecticut General Assembly, relationships with policy makers.

\*\* there will be some very early morning sign-ups that require an arrival to the LOB by 7:00 a.m.

\*\* towards the end of session (April 20 – May 6<sup>th</sup>), the legislature will likely run well into most nights.

Resumes with cover letter should be sent to: [Kate@gallorobinson.com](mailto:Kate@gallorobinson.com)