

**CAUCUS SECRETARY**  
**HOUSE DEMOCRATIC RESEARCH STAFF**  
**IOWA HOUSE OF REPRESENTATIVES**

Job Description

Provide full administrative and communication support services as part of the research staff of nine persons serving Democratic legislators. Both legislative committee and communications work involved. Must be organized and be able to use a computer proficiently and maintain electronic records for the office. Knowledge of legislative process is helpful.

Duties include but are not limited to the following:

- Experience in social media engagement including Facebook, Twitter, and other media.
- Writing, editing, and proofing digital content, newsletters, and other constituent outreach materials.
- Organizing stores electronic file information and expedites information retrieval and distribution as needed.
- Interacting with public and legislators to redirect to other staff in the office, provide accurate message transmittals and assess priorities.
- Work with legislative committees and projects as assigned.
- Taking photos and assisting in constituent services for members.

Minimum Qualifications

Attention to detail in organizing and preparing materials. Ability to produce and transmit accurate written correspondence. Ability to work under pressure. Ability to produce work product in a timely manner while maintaining standards of excellence. Ability to establish and maintain effective working relationships. Ability to learn legislative process, traditions, and relationship of caucus staff to other legislative and state agencies. Legislative experience and college graduate preferred. Graphic design, digital content, videography, and photography experience preferred.

Minimum Salary: \$33,716

Please apply at the following link:

<https://www.legis.iowa.gov/careers>

**Applications close at 4:30 p.m. on December 14, 2017.**