

POLICY DIRECTOR

House of Representatives, Democratic Caucus

Agency Description:

The House of Representatives is comprised of the elected Members of the House of Representatives and the staff necessary to carry out the business of a legislative branch of government. The Democratic Caucus consists of the Democratic members of the Washington State House. Each caucus has partisan staff positions that assist the members of the House. This job is primarily in Olympia during the legislative session and is a full-time position with benefits.

Job Summary:

The Policy Director for the House Democratic Caucus is a senior level staff person responsible for supervising and managing professional policy and research staff. The Director plays a lead role in setting and advancing the policy direction for the HDC. In addition, the Director provides strategic policy and political advice to caucus members and staff. This position reports to the Chief of Staff.

Duties:

- Supervise a diverse team of professional policy and research staff
- Lead role in coordinating caucus agenda
- Serve as lead analyst for one policy committee
- Work on special policy projects as directed by Leadership or the Chief of Staff
- Work collaboratively with Communications Director
- Liaison with Legislative Assistants, facilitating information and message flow to member offices
- Work collaboratively with the Legislative Operations Manager to develop and execute professional development opportunities for LAs.
- Coordinate with Senate and Governor's office counterparts
- Maintain a climate that attracts, engages, motivates and retains a diverse and high quality policy team.
- Other duties as assigned

Minimum Qualifications:

- BA in public policy, political science or relevant field
- 3 years of management experience
- Keen understanding of the legislative process
- Demonstrated success in managing projects
- Ability to work in a fast-pace environment with tight timelines
- Proficient at prioritizing projects
- Excellent written and oral communication skills

Application process:

Interested candidates should send electronically a cover letter, resume, and writing sample to Amy.Ruble@leg.wa.gov

**The Washington State House of Representatives is an Equal Opportunity Employer
Women, people of color and persons with disabilities are strongly encouraged to apply.**