



# MISSOURI SENATE

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## Executive Legislative Assistant

### DESCRIPTION:

Senator Tracy McCreery (D-St. Louis County) is looking for an organized, motivated, and professional individual with a passion for public service to join her team as the Executive Legislative Assistant/Director of Constituent Management. This person will be responsible for the office's scheduling, constituent services, administrative duties and supporting the Chief of Staff (CoS) in legislative tasks. This is an in-person position located in the State Capitol Building. Remote opportunities may be available outside of legislative session.

### DUTIES AND RESPONSIBILITIES:

#### *Email & Scheduling:*

- Manage and organize the Senator's email inbox, any incoming mail, and phone correspondence to the office
- Correspond with constituents, organizations, stakeholders, etc. in a timely manner
- Manage the senator's calendar
- Coordinate with other parties on events, prep information, and logistics

#### *Constituent Services:*

- Help constituents access state services
- Coordinate with department liaisons and staff; listen to constituents' opinions about issues; coordinate with other Senate or House offices on constituent matters
- Share a weekly status report on constituent outreach with the Senator and CoS
- Manage drafting and mailing of all Senate courtesy resolutions

#### *Communication:*

- Coordinate office mailings
- Work with CoS and Communications to develop weekly videos, newsletters, and press releases

#### *Legislative:*

- Assist CoS in preparing materials for committee meetings, hearings, and floor debate for the senator

- Assist CoS with finding relevant news articles and pertinent research on legislation
- Attend or listen to committee hearings and take comprehensive notes as needed
- Keep track of constituent policy asks/issues

#### QUALIFICATIONS:

The office seeks an individual with exemplary professionalism, good customer service skills, attention to detail and initiative. The position also requires the ability to communicate effectively both verbally and in writing, the ability to maintain professional confidentiality, the ability to establish and maintain effective working relationships, and the ability to stay very organized and manage time effectively. A general knowledge of the legislative process is preferred. The ability to operate a personal computer with a general proficiency in Microsoft Office, Microsoft Word, Microsoft Excel, and Outlook is also preferred.

#### LOCATION AND HOURS:

This position is located in the State Capitol Building in Jefferson City, Missouri. Work hours are Monday through Friday 8:00 am to 5:00 pm, with options for remote work when the Senate is not in session.

#### COMPENSATION AND BENEFITS:

Salary Range: \$48,000 - \$53,000

The State of Missouri offers an excellent benefits package that includes a defined pension plan, generous amounts of leave and holiday time, and eligibility for health insurance coverage.

#### APPLICATION PROCESS:

Deadline to apply is December 18, 2023.

Please submit application of employment <https://www.senate.mo.gov/SenateApplication.pdf>, letter of interest, resume and three professional references to Cindy Winthorst, State Capitol Building, 201 W. Capitol Avenue, Room 434-B, Jefferson City, MO 65101 or [cwinthorst@senate.mo.gov](mailto:cwinthorst@senate.mo.gov).

You may also apply at <https://mocareers.mo.gov/hiretrue/mo/senate/index.html>.