



## LEGISLATIVE EDUCATION STUDY COMMITTEE

### COMMITTEE SERVICES JOB DESCRIPTION

**Job Title:** Research Assistant I/Committee Services

**Reports To:** Director

**Salary Range:** \$55,993 - \$87,848

**Best Consideration Date:** Open Until Filled

#### General Description

The **Legislative Education Study Committee (LESC)** is seeking a **Research Assistant I/Committee Services** employee. This position is responsible for gathering routine information and performing tasks in response to requests from legislators and the director and staff of the LESC.

In addition, this position serves as the main coordinator for committee services and will provide support through internal and external communications and media outreach.

The position will assist LESC staff in organizing and staffing interim committee meetings, drafting news releases and producing committee publications.

The position performs other tasks as assigned, including general duties such as answering and directing phone calls and greeting visitors. This is an at-will nonpartisan position, and the job requires in-state and overnight travel with limited out-of-state travel.

#### Duties and Responsibilities

##### **Committee Services Coordination:**

- assist the LESC director in the planning and preparation of LESC interim committee meetings and special events, including the management of logistics such as member per diem reimbursements, hotel reservations and event planning;
- compile, maintain and distribute committee records and legislative documents to legislators and stakeholders;
- develop and maintain the annual draft calendar of proposed LESC meetings for committee consideration and adoption; and
- manage communication between committee members and external stakeholders, ensuring effective coordination of legislative and public engagement.

##### **Communications and Writing:**

- serve as the communications coordinator by developing and editing press releases, working with the Legislative Information Services in maintaining the LESC website and overseeing a social media presence to promote committee activities and public engagement;

The LESC is an equal opportunity employer. Staff appointments are made without regard to race, color, religion, sex, national origin, political affiliation, age, disability or other non-merit factors and solely on the basis of fitness for the job.

- assist in drafting and producing committee publications and in ensuring accurate and timely distribution of reports and updates to legislators and the public; and
- coordinate and produce weekly activity reports and distribute those reports to committee members, legislators, associates and the public.

**General Administrative Support:**

- assist the LESC director and staff with research, office management and general tasks as assigned;
- manage the LESC conference room schedule and library resources;
- serve as the office records liaison, ensuring that all files and records are maintained in accordance with the state records retention schedule;
- answer and direct phone calls, greet visitors and perform other general office duties as needed; and
- support LESC team needs as needed during the legislative session.

**Required Qualifications**

Must have a bachelor's degree. Two years of related experience in office administration, communications, research or similar roles is preferred. Strong organizational and customer service skills are required. Legislative session and interim committee meetings require the ability to work flexible hours and to travel.

Must be able to work under pressure and meet tight deadlines in a fast-paced environment, work independently and balance multiple projects simultaneously. Must possess good oral communication, writing and editing skills and strong interpersonal skills, including the ability to work well with a team. Should be able to establish and maintain effective working relationships with legislators, associates and the public while maintaining nonpartisanship. Must handle confidential matters in a trustworthy manner.

Proficiency in Microsoft Office programs, including Word, Excel and Outlook, is required. Proficiency in Adobe Suite is preferred.

**Working Conditions**

Employees work in a professional office setting in the State Capitol. During legislative sessions, the agency is open seven days per week, long hours are the norm, and staff may be on call depending on session demands. Travel and additional hours are sometimes required, more so when acting as interim committee staff.

**Overview of the Legislative Education Study Committee:** <https://www.nmlegis.gov/Entity/LESC/Overview>.

**Application Procedures**

Level of position and salary depend on qualifications and experience and reflect the marketplace. The hiring range for this role is \$55,993 - \$87,848. Send a letter of interest and resume to the Legislative Education Study Committee, ATTN: Alonzo Baca, 325 Don Gaspar Avenue, Suite 100, Santa Fe, New Mexico 87501, or via email to: [Alonzo.Baca@nmlegis.gov](mailto:Alonzo.Baca@nmlegis.gov).

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