



House Republican Legislative Aide Positions 2021 Legislative Session Colorado House of Representatives

The Colorado House Republicans are looking for individuals interested in working as a legislative aide for the upcoming 2021 Legislative Session. These entry-level positions offer valuable work experience, networking opportunities and exposure to the political process in Colorado.

Typical Duties:

- Setting appointments and managing the legislator's calendar.
- Responding to phone calls and emails from constituents and others on behalf of the legislator.
- Providing research on bills and tracking their progress through the legislative process.
- Facilitating meetings between the legislator and stakeholders/lobbyists, constituents and other interested parties.
- Creating, managing and maintaining databases with information of interest to the legislator (constituent and lobbyist contact info, status of legislation, etc.).
- Preparing and editing official communication on the legislator's behalf.
- Host guests of legislator during the legislative work day.
- Other miscellaneous tasks not mentioned above.

Preferred Qualifications:

- Excellent oral and written communication skills and the ability to effectively engage in research projects.
- Ability to communicate with constituents in a calm and professional manner.
- Strong interpersonal skills, with an ability to work with a variety of people and personalities.
- Proficiency in Microsoft Office tools, especially Word and Excel.
- Experience with various social media platforms.
- Excellent time-management skills and demonstrated experience managing calendars and setting appointments, preferably for another person.
- Ability and willingness to work long, sometimes odd hours.

Desired Values:

- Interest in state government and the legislative processes of Colorado.
- Some knowledge of and an unreserved commitment to the constitutions of the United States and the State of Colorado as principles of political governance.
- Some knowledge of the political climate and atmosphere of the State of Colorado.
- A willingness to achieve the legislator's agenda.

Interested individuals should send their resume and writing sample to Susan Raplee, House Republican Caucus Director, at susan.raplee@state.co.us.