



Senate Democratic Caucus Jr. Legislative Aide

The Colorado Senate Democratic Caucus is looking for a talented Junior Legislative Aide for the 2027 legislative session. Being a legislative aide is an exciting position that puts you in the middle of Colorado's political action.

Aides help in the implementation of the Senate Democrats' policy goals by providing administrative, written, and logistical support to individual senators. Roles, responsibilities, and scope of work for each legislative aide is determined by their respective Senator as each Senator's needs for their offices vary. Duties may include organizing the lawmaker's day-to-day work and calendar, scheduling meetings and events, maintaining contact lists and files, conducting issue research, supporting their Senator's work on legislation, overseeing office outreach and social media, interacting with constituents, website back-end management, and if appropriate, supervising interns.

Skills and Experience:

- Excellent writing and verbal communication skills and "people skills"
- Interest in Colorado politics and statewide issues
- Excellent attention to detail and organizational skills (scheduling and event planning)
- Basic knowledge of Colorado government
- Ability to work independently and take initiative
- Computer skills (Microsoft Word/excel, VAN, social media, web skills preferred, but not required)
- Good judgment and flexibility
- Ability to manage stress in a fast-paced environment

Positions will start as soon as possible and run through the end of the legislative session, depending on the legislator's schedule.

Compensation

\$25.59/hour, up to 40 hours per week. The actual work schedule will be developed in conjunction with the individual Senator. Junior Aides are not eligible to enroll in health, life, or dental insurance benefits through the Colorado State Employee Benefits Plan.

How to Apply

To apply for this position, please send a resume and cover letter to miah.ntep@coleg.gov with the subject line "Senate Dem Aide Position." Applications for legislative aide positions are accepted year round and reviewed on a rolling basis. The Senate Democratic Caucus maintains a year round candidate pool for legislative aide positions. Specific office vacancies and hiring timelines vary by Senator, and there may not be an active opening in a particular Senate office at the time your application is submitted

Equal Opportunity: We welcome applicants from all walks of life, and strongly encourage individuals of color, women, LGBTQ, immigrant, refugee, people with disabilities, and other communities to apply.