

OKLAHOMA SENATE

VACANCY ANNOUNCEMENT

Executive Assistant for Democratic Senator

A Democratic State Senator is seeking a full-time Executive Assistant to manage their office by communicating with constituents and assisting with the legislative process. The ideal candidate will be proactive, highly organized, and committed to the mission of serving the people of Oklahoma. This role demands integrity, trustworthiness, and a strong work ethic, as well as the ability to multitask and communicate effectively both in writing and verbally. They will feel comfortable working in a high-demand environment and will be skilled at improvising and changing direction when necessary.

RESPONSIBILITIES:

Administrative Support: Manage the Senator's calendar, schedule meetings, and coordinate daily office operations. Handle correspondence, prepare briefing materials, and assist with day-to-day office operations.

Constituent Services: Serve as the first point of contact for constituents. Show empathy and professionalism in addressing concerns, connecting individuals with resources, and helping them navigate government systems.

Proofreading: Ensure all communications, reports, and documents are polished and error-free.

Social Media Management: Post on official social media platforms on behalf of the Senator, ensuring clear communication and engagement with the community.

Legislative Support: Assist in tracking and filing legislation, preparing reports, and conducting research as needed. Maintain a strong understanding of current public policy issues.

Relationship Building: Collaborate effectively with colleagues, other legislative offices, and community organizations. Build and maintain relationships with stakeholders, especially within Norman.

Support & Collaboration: Work closely with the Senator, demonstrating a willingness to support and collaborate on various initiatives. Maintain patience and an even temper in a dynamic work environment.

KNOWLEDGE AND SKILLS:

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams).
- Strong interpersonal skills with a commitment to constituent service and community engagement.
- Interest in government, public policy, and legislative processes.
- Strong communication skills with the ability to articulate ideas clearly and effectively, both in writing and verbally.
- Ability to multitask, prioritize, and work in a fast-paced environment.
- High level of discretion, confidentiality, and professionalism.
- Patience and even temper in managing constituent interactions and office demands.
- Strong work ethic and commitment to serving others.

PREFERRED QUALIFICATIONS:

- Previous experience in a legislative office or other government office.
- Knowledge of Oklahoma state government and current policy issues.
- Experience in managing official social media platforms, including Facebook, Twitter, and Instagram.
- Familiarity and comfort working with communities in Norman.

APPLICATION PROCESS:

Interested candidates should submit a resume and three references to hrsenate@oksenate.gov and complete the skills assessment at: <https://forms.office.com/g/wZRtfuhrPs>

This position offers the opportunity to work closely with a committed legislator and make a meaningful impact in the community. If you are passionate about public service, possess the integrity and skills needed to excel in a fast-paced environment, and are eager to contribute to the success of a Democratic state Senator, we encourage you to apply.