

NOW HIRING!



ADMINISTRATIVE ASSISTANT

OFFICE OF THE ILLINOIS SENATE PRESIDENT AND THE SENATE DEMOCRATIC CAUCUS

The Administrative Assistant provides administrative and operational support to the Policy & Budget or Communications Department, helping ensure smooth coordination of schedules, materials, and communications in a fast-paced legislative and fiscal environment. Position is located in Springfield, IL.

ABOUT THE JOB

KEY RESPONSIBILITIES:

- Support department leadership and staff with scheduling, calendars, and meeting logistics
- Organize and distribute documents, memos, and correspondence
- Track deadlines, deliverables, and materials related to legislative and budget work
- Serve as a point of contact for internal offices and external stakeholders
- Assist staff in research projects and outreach efforts
- Maintain organized files and records with a high level of confidentiality
- Assist with office operations and general administrative needs

QUALIFICATIONS:

- Strong organizational skills and attention to detail
- Ability to manage multiple priorities under tight deadlines
- Proficiency in Microsoft Office (Outlook, Word, Excel)
- Professional discretion when handling sensitive policy and fiscal information
- Prior experience in government or legislative offices preferred

INTERESTED?

The application deadline is 5 p.m. (CST), February 11, 2026. Applicants should include:

- cover letter
- resume
- two professional references

Applications should be submitted at:

**[IllinoisSenateDemocrats.com/](https://www.IllinoisSenateDemocrats.com/Contact-US/Employment)
Contact-US/Employment**

COMPENSATION

Commensurate with qualifications and experience, salary is set at \$50,000 per year.

OFFICE LOCATION

SPRINGFIELD OFFICE

321 State House
Springfield, IL 62706
(217) 782-2728

The Office of the Senate President is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, citizenship or authorized alien status, or veteran status. Information about the Illinois Senate Democratic Caucus can be found at the following website: www.IllinoisSenateDemocrats.com.