



Senator Saval's Office Is Hiring—Join Our Team!

Since taking office in December 2020, State Senator Nikil Saval has been a progressive champion on housing, climate, criminal justice, and worker-related issues. His commitment to solidarity and justice for working people, and focus on coalition building, has carried him from his roots as a labor organizer to Pennsylvania's General Assembly, where he currently serves as Democratic Chair of the Senate's Urban Affairs & Housing Committee and Chair of the Senate's Philadelphia Delegation. In 2022, Senator Saval introduced and championed the Whole-Home Repairs Program, which was signed into law as part of the Pennsylvania 2022–2023 budget. The program is a one-stop shop for home repairs and weatherization in each county in Pennsylvania and has received national recognition as an effective policy for combating the affordable housing crisis and building up a local workforce and creating new, family-sustaining jobs in the growing weatherization field.

Senator Saval's office seeks to hire a **LEGISLATIVE DIRECTOR OR ASSOCIATE**, based out of the Philadelphia district offices with travel to Harrisburg during legislative session.

Job Title: Legislative Director or Associate

Reports To: Chief of Staff

Job Summary:

The Legislative Director or Associate will be responsible for supporting and advancing Senator Saval's priorities through legislation, preparing votes, and policy development. This person will work extensively with members of the legislative team to effectively advance the office's legislative agenda. The ideal candidate will have a strong commitment to coalitional and grassroots organizing, experience in policy advocacy, a thorough understanding of the state's legislative process, and proven track record of success in implementing legislative strategies. This position is a unique opportunity to work as part of a dynamic team committed to advancing movement politics through the state legislature. In this hiring process, we are prioritizing alignment with our organizing approach to legislating and are open to hiring a range of experience levels.

Duties and Responsibilities:

- Manage tasks related to legislative session, including analyzing legislation and recommending votes, the operation of Senator Saval's assigned committees, and serve as Executive Director for

the committee for which the Senator will serve as Minority Chair.

- Research, develop, and create plans to advance bills in alignment with Senator Saval's legislative priorities.
- Track and analyze legislation and policy, identify opportunities for advocacy, and develop strategies to influence legislative outcomes.
- Support the Advocacy and Organizing Director in running strategic legislative campaigns.
- Collaborate with legislative team members to plan strategic events, outreach efforts, and communications campaigns to promote and build support for legislation.
- Develop and maintain relationships with legislators, legislative staff, and other key stakeholders throughout Pennsylvania's General Assembly.
- Work with external stakeholders and coalition partners to build support for the Senator's legislative priorities.
- Maintain a clear system for tracking legislation in and out of session.
- Prepare legislative briefings, talking points, memoranda, and other materials for legislators and stakeholders.
- Represent the office at legislative hearings, meetings, and other events.

Qualifications:

- A deep commitment to building a more just and equitable world, starting here at home.
- Strong understanding of the policy issues that impact the office's work.
- Proven track record of success in developing and implementing effective legislative strategies.
- Excellent oral and written communication and interpersonal skills.
- Excellent organizational and time management skills with a proven ability to balance multiple projects.
- Strong analytical skills, excellent judgment, and political sensitivity.
- Ability to work both independently and as part of a highly collaborative team.
- Ability to work flexible hours, including some evenings and weekends, as necessary.
- Preferred but not necessary: Familiarity with Pennsylvania state government and legislative processes.

The Legislative Director or Associate will be expected to travel within the Senator's district to meet with stakeholders and to Harrisburg for all session days. Women, people of color, and gender nonconforming people are encouraged to apply. Ability to speak a language in addition to English is a plus.

We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. We are committed to creating a diverse, inclusive, and harassment-free environment for all employees.

Salary and Benefits:

This is a full-time position with the Pennsylvania Senate Democratic Caucus. We endeavor to respect the time and energies of all members of our team during work hours and in their personal capacity. Our office

adheres to a hybrid work schedule; members of our team are expected to be in the office 3 to 4 days per week, with one dedicated work-from-home day. Salary for this role will be \$70,000 to \$90,000, commensurate with experience. The caucus offers an excellent benefits package, including health, dental, and vision coverage for your entire family; defined benefit and defined contribution retirement plans; generous paid leave time, paid holidays, and sick days.

To Apply:

Visit the job opportunities page on Senator Saval's website (<https://www.pasenatorsaval.com/job-opportunities/>) and follow the instructions to complete the form and upload your cover letter and resume.

Applications will be reviewed on a rolling basis now through 5pm on November 27.