



658 Cedar Street
St. Paul, MN 55155
Phone: 651-296-0099
www.lcc.mn.gov

**Minnesota Legislature
Legislative Coordinating Commission
Legislative Aide – Session Only**

The Legislative Coordinating Commission (LCC) is providing an opportunity for an individual or individuals interested in learning more about the work of the Legislative Coordinating Commission and the Minnesota Legislature to serve as a Legislative Aide during the 2025 Legislative Session. The Legislative Aide will engage in the work of the LCC and assist with:

1. conducting research to enhance the work of the LCC
2. identifying and testing communication tools and methods
3. providing administrative assistance

The Legislative Aide position is a part-time, limited term position that is anticipated to work between 4 and 10 hours per week from January through May of 2025. The LCC may hire one or two individuals to serve in this role. **Interested applicants must submit a cover letter and resume to the LCC Legislative Aide Search Committee at lcc@lcc.mn.gov** or mail to LCC Legislative Aide Search Committee, Legislative Coordinating Commission, 658 Cedar Street, St. Paul, MN 55155. Cover letters and resumes should be submitted by 4:00 p.m. on December 2, 2024, to ensure consideration. If you have specific questions, please contact Michelle Yurich, Executive Director, at (651)296-2963 or michelle.yurich@lcc.mn.gov.

Legislative Aides will receive a salary of \$20/hour.

Minimum Qualifications

- Experience conducting research.
- Familiarity with Microsoft Office products.
- Ability to interact with the public and members of the legislature in professional manner.
- A nonpartisan background.
- Excellent customer relations skills.

Desired Qualifications

- Familiarity with the legislative process.

Why work for the LCC?

The LCC is a nonpartisan joint office serving legislative members and staff with diverse perspectives and backgrounds. LCC staff provide a wide variety of services to the Senate, House of Representatives, and joint legislative offices and commissions.

Professional Development

Professional development that empowers employees to do the work they love and reach their career goals is encouraged. This includes:

- Training and development courses
- Leadership institutes and programs
- Coaching and mentoring
- Career planning

Equal Opportunity/ADA Employer

The LCC is an equal opportunity employer and is committed to providing equal employment opportunities to all qualified applicants and employees without regard to race, color, creed, religion, sex (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), sexual orientation, gender identity or expression, age, disability, marital status, familial status, national origin, citizenship, genetic information, status regarding public assistance, protected veteran status or activity in a local Human Rights Commission, or any other characteristic protected by law.

We do not discriminate on the basis of disability in our hiring or employment practices and comply with all applicable state and federal disability laws and regulations issued by the U.S. Equal Employment Opportunity Commission under Title I of the ADA and under the Minnesota Human Rights Act (MHRA), chapter 363A. To request a reasonable accommodation in the application or hiring process, please contact Rosie Lackner at rosie.lackner@lcc.mn.gov.