

Senator Linda R. Greenstein
14th Legislative District
Job Posting

Job Title: Legislative Aide

Location: LD14 Senate District Office - Cranbury, NJ

Position Type: Full-time, In-person

Overview:

The 14th Legislative District Office of Senator Linda R. Greenstein seeks a Legislative Aide to assist in the continued success of the office. The Legislative Aide will be responsible for: conducting legislative and policy research; directing email, social media, and other outreach communications; preparing the Senator for speaking engagements and meetings; managing a team of interns; and handling other administrative duties as needed. The Legislative Aide will report directly to the Chief of Staff and will often work closely with the Senator.

Ideal Candidates will Demonstrate:

- Educational background and/or work experience in government, policymaking, advocacy, or related field;
- Strong written and verbal communication skills;
- Excellent organizational and project management skills, including the ability to multitask and prioritize projects with competing demands;
- Familiarity with Microsoft Office Suite, Google products, and Facebook;
- Reliability, motivation, and good judgment.

Requirements:

- Reliable access to a vehicle, personal computer, and cell phone. This position is primarily located in Cranbury, NJ, but requires occasional travel to Trenton and throughout the State.
- This position requires evening and weekend availability, on occasion.

Salary:

Entry-level salary with consideration made for experience. This position offers health insurance, dental insurance, and retirement plans.

Qualified candidates should email a cover letter, resume, and three references with the subject line: "Legislative Aide Application" to Jessica Murray at jmurray@njleg.org.