

The Uniform Law Commission (ULC), a national non-profit law reform organization, seeks a full-time **Legislative Communications Assistant** to join the organization's staff in downtown Chicago. The **Legislative Communications Assistant** would provide administrative and communications support to the organization's Legislative Department. Examples of tasks the Legislative Program Coordinator would do include scheduling conference calls, writing press releases and social media posts, and drafting informational materials for the organization's website.

Requirements:

- Bachelor's degree
- Highly organized
- Effective multitasker
- Excellent written and oral communication skills
- Proficient in the Microsoft Office suite

Desired qualifications:

- Bachelor's degree in Political Science, Government, Communications, or a related field
- Previous legislative or government experience
- Interest in state law, government, and politics
- Commitment to public service

Salary: \$46,000 annually. The ULC offers a competitive benefits package, including health, disability, and dental insurance, and a retirement plan with employer match.

The deadline for applications is March 15, 2018. An equal opportunity employer, the ULC welcomes and encourages diversity in our workforce.

Please send cover letter and résumé to apply@uniformlaws.org and include "Legislative Communications Assistant" in the subject line.

Alternatively, you may mail materials to:

Katie Robinson
Legislative Program Director
Uniform Law Commission
111 N. Wabash Avenue, Suite 1010
Chicago, IL 60602

About the ULC:

The ULC drafts nonpartisan, carefully considered, and well-crafted state legislation in areas of the law for which uniformity among states is desirable. The ULC legislative staff works to enact uniform laws in the legislatures of the fifty states, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands. All ULC drafting projects are open to the public and stakeholders are encouraged to provide input. ULC acts include the Uniform Commercial Code, the Uniform Probate Code, the Uniform Anatomical Gift Act, and over a hundred other acts in areas including commercial law, family law, civil procedure, criminal justice, real property, trust and estate law, and business organizations.
