



LEGISLATIVE EDUCATION STUDY COMMITTEE

Research Assistant I / Committee Services Job Description

Job Title: Committee Services / Research Assistant I

Reports To: Director

Best Consideration Date: June 1, 2026

General Description:

The **Legislative Education Study Committee (LESC)** is seeking a **Committee Services Assistant** to join its nonpartisan team in serving the LESC and the broader New Mexico Legislature. This position offers the opportunity to contribute to the legislative process by coordinating committee services, supporting communications and outreach, and assisting with assisting publications and research tasks.

The Committee Services Assistant serves as the primary coordinator for committee services, helping to ensure smooth planning and operations during legislative and interim meetings. The role also includes contributing to committee publications, assisting with legislative research projects, and editing committee communications. Additional responsibilities include supporting internal and external communications, media outreach, and assisting staff in organizing and staffing interim committee meetings.

The position also performs other tasks as assigned, including gathering routine information and performing tasks in response to requests from legislators, LESC leadership, and staff of the LESC. This is an at-will, nonpartisan position and the job will require in-state and overnight travel with limited out-of-state travel opportunities.

Duties and Responsibilities:

Committee Services Coordination (50% of Time):

- Assist LESC leadership with planning and preparation of LESC interim committee meetings and special events, including the management of logistics such as hearing agendas, member per diem reimbursements, hotel reservations, and event planning.
- Compile, maintain, and distribute committee records and legislative documents to legislators and stakeholders.
- Maintain the annual draft calendar of proposed LESC meetings for committee consideration and adoption.
- Manage communication between committee members and external stakeholders, ensuring effective coordination of legislative and public engagement.

Research, Publications, and Writing (30% of Time):

- Serve as the communications coordinator, developing and editing press releases and newsletters; coordinating with Legislative Information Services to maintain the LESC website; and overseeing possible social media engagement to promote committee activities and public engagement.
- Coordinate, compile, and edit weekly activity reports for committee members, legislators, associates, and the public.
- Assist in drafting, compiling, and producing committee publications, ensuring accurate and timely distribution of reports and updates to legislators and the public.

The LESC is an equal opportunity employer. Staff appointments are made without regard to race, color, religion, sex, national origin, political affiliation, age, disability, or other non-merit factors and solely on the basis of fitness for the job.

- Assist with research projects as assigned, including gathering and organizing data or research; contributing to staff research projects through project design, support with research processes, and writing; and/or supporting policy analysis and development.

General Administrative Support (20% of Time):

- Assist LESC leadership with research, office management, and general tasks as assigned.
- Manage the LESC conference room schedule and library resources
- Serve as the office records liaison, ensuring all files and records are maintained in accordance with the State Records Retention Schedule.
- Answer and direct phone calls, greet visitors, and perform other general office duties as needed.
- Support LESC team needs during the legislative session, such as organizing bill folders and helping to coordinate timely updates to LESC analyses.

Required Qualifications: Successful candidate should have an associate or bachelor degree. Two years of related experience in office administration, research, communications, or similar roles is preferred. Strong organizational and customer service skills are required. Legislative session and interim committee meetings require the ability to occasionally work flexible hours and to travel.

Must be able to work under pressure and meet tight deadlines in a fast-paced environment, work independently, and balance multiple projects at once. Must possess good oral communication, writing and editing skills, and strong interpersonal skills, including the ability to work well with a team. Should be able to establish and maintain effective working relationships with legislators, associates, and the public while maintaining non-partisanship. Must handle confidential matters in a trustworthy manner.

Proficiency in Microsoft Office programs, including Word, Excel, and Outlook required. Proficiency in Adobe Suite is preferred.

Working Conditions: Employees work in a professional office setting in the State Capitol. During legislative sessions, the agency is open seven days a week and staff may be on-call depending on session demands. Travel and additional hours are sometimes required.

Overview of the Legislative Education Study Committee: <https://www.nmlegis.gov/Entity/LESC/Overview>

Application Procedures: Level of position and salary depend on qualifications, experience, and reflect the marketplace. The hiring range for this role is \$49,402-\$77,049. Send a letter of interest and résumé to the Legislative Education Study Committee, ATTN: Alonzo Baca, 325 Don Gaspar, Suite 100, Santa Fe, New Mexico, 87501, or an e-mail to: <mailto:Alonzo.Baca@nmlegis.gov>