



MASSACHUSETTS HOUSE OF REPRESENTATIVES

Position Title: Research Director

Agency Overview:

The Massachusetts House of Representatives (“House”) is comprised of 160 independently elected Members, each representing a district of approximately 43,000 people.

Position Overview:

The Research Director oversees and is responsible for performing research related to matters that come before the Committee. They lead committee research staff and interact with legislators, administrative officials, and stakeholders to support Committee priorities. Performs other duties as assigned.

Reports to:

Reports to the Chair of the Committee and at the discretion of the Chair, to the Staff Director.

Essential Duties & Responsibilities

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Nothing in this job description restricts the Chair’s right to assign or reassign duties and responsibilities to this job at any time for any reason.

Responsibilities/Essential Functions:

- Under the direction of the Chair, and with the support of committee staff, drafts and reviews legislative documents and outgoing communication such as amendments, press releases, hearing notices, letters of testimony, legislation, and talking points;
- Tracks bills through the legislative process;
- Maintains records and compiles background materials and information;
- Provides research and analysis on policy initiatives and pending legislation;
- Serves as office liaison to House committees and departments as well as external constituents and stakeholders;
- Meets with lobbyists, special interest groups and organizations, governmental agency representatives, constituency groups, and other stakeholders as assigned;
- Prepares briefing materials and bill summaries;
- Responds to inquiries from legislators, staff, agency representatives, constituency groups and the general public regarding bill content and status;
- Attends hearings, events and meetings;
- Monitors and reports on legislative action on the House and Senate floor;
- Prepares and oversees committee polling;
- Completes administrative tasks on LAWS and paperwork with the House Clerk to support committee legislative activities;



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- Organizes committee hearings, provides support throughout the hearing process such as recording votes, filing amendments, posting hearing notices, reserving hearing rooms, and obtain necessary supplies;
 - May supervise one or more employees, interns and volunteers;
 - Utilizes research data bases;
 - Utilizes Microsoft Office Suite;
 - Able to operate in a fast-paced professional office environment; handle or operate standard office equipment, and occasionally lift up to 10 pounds.

Required Skills/Attributes:

- Ability to interact and work with different communities and personalities in a professional and helpful manner;
- Ability to multi-task effectively, work independently and meet deadlines on short notice;
- Experience presenting complex data, analyses and information in easily understood formats;
- Excellent research, analytical and interpersonal skills;
- Excellent writing and communication skills;
- Ability to communicate with members and colleagues effectively and provide and receive feedback professionally;
- Ability to use standard office equipment and technology;
- Ability to follow-up and complete tasks.

Education/Experience Qualifications:

- Bachelor's degree required;
- Prior work experience as a Researcher, or equivalent work experience;
- Prior legislative or related work experience for elected or appointed officials, advocacy groups or non-profit organizations is preferred.

Position Type/Expected Hours of Work:

This is a full-time, minimum of 37.5 hour per week position. Days of work are typically Monday through Friday. Hours vary and may include evening and weekend work to support the Committee's legislative or constituent activities.