



Hawaii State Representative

Adrian K. Tam

House District 22

**Committee Chair
and
Co-Sponsor of the
Legislative Equality Caucus**



**WE ARE
HIRING!**

Submit your resume to
reptam@capitol.hawaii.gov

Are you interested in policy? Law making? Do you like to research? Do you want to help make a better Hawai'i? Do you have excellent communication (verbal and written) skills? Are you comfortable using Word and Excel? Have you worked in policy or for a legislature before??

My office is seeking session hires:

- **Committee Clerk**
- **Legislative Researcher**



Here's your opportunity to get your feet wet and learn about how Hawai'i's law making process works.

General duties include:

- sending emails
- answering phones
- transmitting documents
- writing summaries

Submit your resume to
reptam@capitol.hawaii.gov
Subject Line: Session Recruitment

Committee Clerk

JOB DUTIES:

- Draft agendas and Coordinate public hearings
- File and Transmit documents to appropriate offices
- Digest legislation and review various documents.
- Assemble and prepare bills and testimony for hearings.
- Attend and assist Representative during public hearings
- Track committee legislation and amendments
- Handle inquiries concerning the status of legislation.
- Perform other duties as directed.

MINIMUM QUALIFICATIONS:

- Understanding of the Legislative process
- Strong communication skills both written and verbal with the ability to interact with government officials and the general public
- Proficiency with Microsoft Word and Excel.

DESIRED QUALIFICATIONS:

- Prior legislative experience clerking or legislative aide
- Paralegal or Legal experience
- Policy analysis

This position is a full time, temporary position beginning January 2025 ending first week of May 2025 (exact dates to TBA). Long hours, especially on hearing days may be required. Benefits: Health & prescription, Vision, and Dental Insurance, Parking (all payroll deductions) Compensation: starting at \$3600 monthly, commensurate with experience.

Submit your resume and cover letter to reptam@capitol.hawaii.gov, please include "Session Recruitment: Committee Clerk" in the subject line.

Legislative Researcher

JOB DUTIES:

- Research and provide summaries for topics as directed
- Create educational legislative content for social media platforms
- Track and digest legislation
- Handle inquiries about District Issues and legislation
- Draft monthly newsletter
- Photograph daily events and special occasions
- Follow current events relating to the district, arts & culture
- Perform other duties as directed

MINIMUM QUALIFICATIONS:

- Strong communication skills both written and verbal with the ability to interact with government officials and the general public.
- Experience with social media content creation and/or marketing.
- Proficiency with Microsoft Word and Excel.

DESIRED QUALIFICATIONS:

- Experience with Instagram and Facebook
- Experience with Canva
- Familiarity with Microsoft Word and Excel preferred.

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