

Legislative Coordinator--Tallahassee

Lewis, Longman & Walker, a state-wide law firm, is seeking a full-time Legislative Coordinator in their Tallahassee office. This position will serve as the Firm's Legislative Coordinator for the legislative practice group and will be responsible for maintaining Political Action Committee transactions, calendaring and monitoring legislative meetings, tasks and deadlines. The Legislative Coordinator is also responsible for organizing and scheduling the activities of the legislative team and preparing internal and external reports on team activities.

Prior legislative experience a must. We offer a competitive compensation/benefits package, as well as a friendly, supportive workplace. Email resume to Kim Ayers, Chief Administrative Officer only.