



Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
Phone: 651-296-0099
www.lcc.mn.gov

The Office on the Economic Status of Women (OESW) is seeking a Research and Communications Specialist (Project Analyst). This is a full-time benefits eligible position. The OESW is a non-partisan office that advises the legislature and provides information and statistics on women in Minnesota. The OESW gathers statistical information on population characteristics, educational attainment and enrollments, marital and parental status, household characteristics, labor force status and employment characteristics.

Position Summary:

The OESW Research and Communications Analyst will develop, integrate, and execute effective communication strategies across all communications channels that promote and advance the statutory purpose of the OESW. This position will assist with conducting research and updating OESW reports, fact sheets, and newsletters. The primary objectives of the position are accomplished under the general supervision of the OESW Director.

A complete position description is available on the Legislative Coordinating Commission's (LCC) Employment Opportunities webpage <https://www.lcc.mn.gov/jobs/>
For more information about the OESW, please visit our website <https://www.oesw.mn.gov/>

Compensation

This is a full-time, unclassified, non-partisan, and benefits-eligible position with limited remote options available.

The full salary range is \$76,323 to \$137,523. The hiring salary typically is between \$76,323 and \$87,500. The level offered will be based upon an assessment of the candidate's level of experience.

How to Apply

To ensure consideration, please submit a resume and cover letter by June 12, 2025, via email to lcc@lcc.mn.gov with "OESW Research and Communications Analyst" as the subject, or mail to: OESW Research and Communications Analyst Search Committee, LCC, 658 Cedar St., Centennial Building, 1st floor, St. Paul, MN 55155.

The Legislative Coordinating Commission and the Joint Legislative Offices & Commissions are unable to provide sponsorship for work visas. Applicants must be eligible to work in the United States at the start of employment.

Minimum Qualifications:

1. One year of relevant experience working in a setting that engages with members of the public.
2. Four-year degree. A two-year degree and an additional two years of relevant experience may substitute for the four-year degree requirement. Five years of relevant experience may substitute for the degree requirement.
3. Two years using Microsoft Office products.
4. Strong organizational skills.
5. Excellent written and verbal communication skills.
6. Coursework in statistics or experience with data analysis.
7. Excellent customer service skills.
8. Ability to collaborate effectively with cross functional teams.
9. Attention to detail. Superior listening and technical writing skills.
10. Non-partisan background and the ability to act in a politically neutral manner while maintaining confidentiality.

Desired Qualifications:

1. Experience or familiarity with the legislative process.
2. Security training.
3. Project management experience.
4. Familiarity and/or experience with digital accessibility document remediation process, and digital accessibility tools and methodology.

Why work for the LCC?

The LCC is a nonpartisan joint office serving legislative members and staff with diverse perspectives and backgrounds. LCC staff provide a wide variety of services to the Senate, House of Representatives, and joint legislative offices and commissions.

Comprehensive Benefit Package

The State of Minnesota offers exceptional benefits including low cost medical and dental insurance, employer paid life insurance, other optional insurance, optional pre-tax spending accounts, retirement plan, optional tax-deferred compensation, vacation and sick leave and paid holidays each year.

The LCC recognizes there are key elements that make life and work meaningful: health and wellness, financial well-being, professional development, and work/life balance. These benefits, in addition to your salary, make up your total compensation.

Health and Wellness

The state encourages wellness and promotes preventive care, offering many benefits and resources to help employees and their families lead healthy, balanced lives. This includes:

- Low-cost medical, dental, and vision insurance packages, including prescription drug coverage, to fit your needs to ensure you are happy and healthy.
- Free, confidential help through the Employee Assistance Program (EAP).
- Wellness programs and resources to help you reach your wellness goals.

Financial Well-Being

The state offers savings and investment plans, time off, insurance options, and more to help employees meet their financial goals. This includes:

- A pension and deferred compensation plan (MNDPC) with an employer-paid match to help you plan for your future.
- Basic life insurance at no cost to you. Additionally, you have the option of choosing supplemental life insurance (including spouse and child life options), short- and long-term disability, and accident insurance.
- Pre-tax benefits, including dependent day care, medical/dental spending accounts (MDEA), and parking and public transit options.

Professional Development

Professional development that empowers employees to do the work they love and reach their career goals is encouraged. This includes:

- Training and development courses
- Leadership institutes and programs
- Coaching and mentoring
- Career planning

Work/Life Balance

Work/life balance is supported through:

- The potential for flexible work schedules during the interim when the legislature is not in session
- Compensatory time options
- On average 16.25 days of paid vacation each year based on a 5-hour accrual rate with opportunity for increased accruals as service time increases
- 13 days of paid sick leave each year based on a 4-hour accrual rate
- Optional vacation leave and sick leave bank credits offered to new employees
- 11 paid holidays and 2 floating holidays each year
- 6 weeks of paid parental leave to help you bond in the important weeks after you bring your child home.

During peak periods, LCC staff may experience long work hours and deadlines requiring the ability to stay composed under pressure.

Equal Opportunity/ADA Employer

The LCC is an equal opportunity employer and is committed to providing equal employment opportunities to all qualified applicants and employees without regard to race, color, creed, religion, sex (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), sexual orientation, gender identity or expression, age, disability, marital status, familial status, national origin, citizenship, genetic information, status regarding public assistance, protected veteran status or activity in a local Human Rights Commission, or any other characteristic protected by law.

We do not discriminate on the basis of disability in our hiring or employment practices and comply with all applicable state and federal disability laws and regulations issued by the U.S. Equal Employment Opportunity Commission under Title I of the ADA and under the Minnesota Human Rights Act (MHRA), chapter 363A. To request a reasonable accommodation in the application or hiring process, please contact Rosie Lackner at rosie.lackner@lcc.mn.gov.