



## STATE REPRESENTATIVE KALAN HAYWOOD ASSEMBLY ASSISTANT DEMOCRATIC LEADER

The office of Democratic Assistant Leader Rep. Kalan Haywood (D-Milwaukee) is seeking qualified applicants for the position of Policy Director. This is a full-time benefited position based out of his Madison office. Please see the position description below for additional details. To apply, send a **resume, cover letter, and a relevant writing sample** to [Kalan.Haywood@legis.wisconsin.gov](mailto:Kalan.Haywood@legis.wisconsin.gov) and [Adrian.Catacutan@legis.wisconsin.gov](mailto:Adrian.Catacutan@legis.wisconsin.gov). Applications will be accepted until **March 4, 2026**.

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### Position Summary:

Assistant Leader Haywood is seeking to hire a Policy Director whose main focus will be providing expertise and support in the areas of policy and administration. Individuals must also be able to contribute in the areas of communication, caucus services, and constituent services for his office and the Assembly Democratic Caucus. Applicants must be available to start prior to April 1.

Duties include, but are not limited to:

- Provide a wide range of support to the Representative and Chief of Staff
- Assist the Assembly Democratic Caucus Leadership Team with policy development, communication strategies, and legislative outreach across the state;
- Monitor legislation, conduct legislative research, and draft legislation for Rep. Haywood and members of the Assembly Democratic Caucus;
- Conduct legislative research, summarize research for briefing documents, and prepare talking points
- Staff the Representative at committee hearings and Assembly floor sessions
- Manage and maintain the caucus bill tracking database
- Coordinate and oversee the caucus internship program
- Manage incoming correspondence in a timely manner
- Handle media inquiries
- Meet with constituents, advocacy groups, lobbyists, agency staff, service agency staff, and other stakeholders on behalf of the Representative
- Conduct district outreach, including planning in-district events, reaching out to advocacy groups, and sending proactive communications
- Assist constituents with issues related to state agencies, legislative inquiries, and other relevant concerns

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EMAIL [REP.HAYWOOD@LEGIS.WISCONSIN.GOV](mailto:REP.HAYWOOD@LEGIS.WISCONSIN.GOV) ▶ WEB [HTTP://LEGIS.WISCONSIN.GOV/ASSEMBLY/16/HAYWOOD](http://LEGIS.WISCONSIN.GOV/ASSEMBLY/16/HAYWOOD)

   ▶ @REP<sup>K</sup>ALAN<sup>H</sup>AYWOOD



## STATE REPRESENTATIVE KALAN HAYWOOD

### ASSEMBLY ASSISTANT DEMOCRATIC LEADER

- Write, prepare, and send mass mailings, print and electronic newsletters, and other communications

#### Qualifications:

Qualified individuals will possess the following skills, knowledge, and abilities:

- Results-oriented and be able to persuasively articulate the values of a diverse, member-driven caucus.
- Strong relationship-building skills and the ability to manage multiple projects in a fast-paced, dynamic work environment.
- Preferably at least 4 years' experience in government, politics, advocacy, and/or organizing
- Strong communication, with an emphasis on writing proficiency and clear, effective interpersonal skills
- Detail-oriented with strong organizational and follow-through skills
- Demonstrated commitment to advancing progressive policies and values
- Motivated self-starter who can work independently and as part of a team
- Ability to prioritize simultaneous responsibilities
- Possess a high degree of professionalism and an understanding of confidentiality, discretion, and the long hours needed to effectively staff a leadership office

**The salary range for this position is \$48,437- \$89,015 per year.** Starting salary is dependent on experience and education. This is a full-time benefitted position. To apply, please email a **resume, cover letter, and a one-page writing sample** to [Kalan.Haywood@legis.wisconsin.gov](mailto:Kalan.Haywood@legis.wisconsin.gov) and [Adrian.Catacutan@legis.wisconsin.gov](mailto:Adrian.Catacutan@legis.wisconsin.gov) . **Applications will be accepted until March 4, 2026.** If the position is not filled following the initial batch of applicants, applications will be reopened and considered on a rolling basis until the position is filled. All applicants are welcome to apply. Wisconsin Assembly Democrats value diversity and inclusion and highly encourage women, persons of color, LGBTQ-identified individuals, religious minorities, and veterans to apply.