

Government Affairs Staff Associate-(Federal Issues/Grassroots)

The Governmental Affairs Staff Associate (Federal Issues/Grassroots) has primary responsibility for monitoring and analysis of federal legislation, regulation and political developments and for working with Association's Washington representation to implement the federal legislative and regulatory agenda.

The Governmental Affairs Staff Associate (Federal Issues/Grassroots) also has primary responsibility for executing the Day on the Hill (Association's annual federal lobby day), coordinating any follow up activities as well as developing and coordinating a comprehensive grassroots/political involvement program for members.

The Governmental Affairs Staff Association (Federal Issues/Grassroots) is responsible for identifying federal candidates for PAC support and working to disseminate such PAC contributions to our members or Washington representation for delivery or directly to the candidates.

The Governmental Affairs Staff Associate (Federal Issues/Grassroots) is responsible for writing/editing/publishing a variety of reports, member newsletters, responding to member/staff inquiries regarding government issues, and other federal legislative and regulatory issues.

In addition, the Governmental Affairs Staff Associate (Federal Issues/Grassroots) assist with governmental affairs-related activities and events associated with the annual meeting.

Responsibilities

- Support the Committee on Government Affairs
- Support the Political Action Committee
- Monitor and perform analysis of legislation/regulation
- Work with Association's Washington representation to implement federal legislative and regulatory agenda.
- Implement "Day on the Hill"
 - Develop s program
 - Assist in developing talking point materials and member speaking scripts/presentations
 - Draft articles, flyers and blast faxes for promoting the event with members
 - Logistics
 - Database maintenance
 - Develop and compile conference materials
 - Correspond with member participants
 - Assist in securing congressional appointments for attendees when necessary
 - Coordinate follow-up with the congressional staff
 - Brief the Association's members prior to the visits and attend visits
- Implement grassroots program/messages and assist with implementing the association's political education efforts
- Review and file federal lobbying requirements including quarterly activity reports and biannual contribution reports
- Write/edit articles, publications and other required deliverables.
- Respond to member inquiries

QUALIFICATIONS

- Knowledge of federal and state government operations and the legislative process
- Knowledge of the political process

- Knowledge of federal and state regulatory agency operations and authority
- Experience tracking legislative and regulatory activity
- Experience reading and analyzing legislation and regulation
- Strong verbal and written communication skills
- Time and project management skills
- Ability to work independently but collaboratively
- Public speaking and presentation skills
- Word processing, spreadsheet, database and related computer application skills
- College degree required
- Experience with Political Action Committees and/or grassroots activity