

JOB DESCRIPTION

Government Relations Assistant *Non-Exempt*

DEPARTMENT: Government Relations

Reports To: Vice President of Government Relations & Counsel

Part 1: Position Summary

Provides variety of support services to government relations staff.

Part 2: Duties and Responsibilities

- Assists with the development, processing, and dissemination of various documents including correspondence, reports, and congressional testimony.
- Assists with coordination of Legislative Rally and other legislative meetings throughout the year, including the Policy Makers Council fly-in, the Executive Committee fly-in, Advisory Committee summer meeting, and the portion of the national conference related to legislative and PAC activities.
- Assists in maintaining the government relations list serves and committee lists, including that of the Legislative and Resolutions Committee.
- Sends out list serve messages from lobbyists, including to the GRWG list, and reviews before sending.
- Performs research on issues of interest for APPA membership and staff as assigned.
- Assists government relations department with special projects.
- Assists government relations professional staff in development and implementation of Education Department courses, workshops, and seminars for APPA members and others.
- Working with Government Relations Specialist, updates legislative portion of the APPA web site (publicpower.org).
- Working with Government Relations Specialist, inputs PAC invitations/events into PAC management software and assists with other PAC-related matters.
- Provides weekly lists of hearings/mark-ups in Congress and recently-introduced legislation to relevant staff internally.
- Working with Regulatory Affairs assistant to provide daily entries of note from Federal Register to relevant staff internally.
- Assists lobbyists in scheduling congressional meetings when necessary.
- Monitors press and provides relevant stories to staff internally.
- Other duties as assigned, such as assisting with receptionist functions, setting up and cleaning after monthly breakfasts, lunches and meetings, and assisting with office overflow work.

Part 3: Qualifications

- Degree from 4-year college or university.
- One to three years of experience in area of mid-level administrative or technical support.
- Ability to follow verbal or written instructions and work independently to carry out assigned duties.
- Tact and courtesy in dealing with co-workers, the public, and members.
- Ability to organize and handle a variety of tasks.
- Accuracy and strong attention to detail.
- Knowledge of grammar, spelling and punctuation, and writing skills.
- Knowledge or practical experience in general office procedures.
- Some knowledge of the federal legislative process.
- Interest in public policy strongly desired.

- Ability to travel to work at APPA meetings, both in and out of town.