

JOB DESCRIPTION

JOB TITLE: Government Affairs Administrator

JOB SUMMARY

Assist the government affairs division in implementing federal and state legislative and regulatory activity. Coordinate government affairs activity at national headquarters.

TASK DESCRIPTION

1. Track, report and occasionally analyze various legislative and regulatory actions on both the state and federal level.
2. Provide local sections and state government affairs organizations with reports on legislative, regulatory, and other government affairs activity.
3. Respond to specific requests from members and others for assistance with government affairs issues.
4. Draft/write monthly updates for association publications.
5. Liaison, when requested or needed, with other associations representing worker health and safety.
6. Attend meetings and represent association when requested.
7. Assist government affairs director when requested.

EDUCATION/KNOWLEDGE

3 to 5 years Capitol Hill experience or 3 to 5 years combined experience with association or other government affairs responsibility. Computer literacy required. Individual must have good writing, research, communication and organization skills. Knowledge of legislative reporting and grassroots efforts helpful.