

Coordinator, Government Affairs (Federal)

Position Title: Coordinator, Government Affairs
Reports to: Senior Vice President, Government Affairs
FLSA Status: Non- Exempt
Date: September 2022

Position Summary:

AHLA is seeking a full-time coordinator of Federal Affairs to be responsible for providing administrative, public policy, political, research and communications assistance to the government affairs department of a large national trade association. In this role, they candidate would become part of a dynamic team advocating for the hotel and lodging industry's interests, implementing key strategies, strengthening critical relationships with Members of Congress, Capitol Hill staff, and key stakeholders. The candidate would have the opportunity to learn firsthand from longtime experts in public policy and advocacy and develop skills and experiences in advocacy, public policy, and political affairs.

Responsibilities:

- Monitor issues and potential regulations that will impact AHLA members.
- Produce written content for internal newsletters and updates for external correspondence with Capitol Hill and Federal Agencies
- Update, manage and create content for the association's website.
- Conduct issue policy and political research.
- Attend congressional hearings and produce bill summaries.
- Cover legislative issues as needed.
- Manage and build master lists and event calendars.
- Manage data and draft reports.
- Coordinate member and stakeholder events (including logistics and meeting planning for an annual industry wide event and issue specific fly-ins)
- Other duties as assigned.

Education and Experience:

- Bachelor's Degree in Political Science or related field;
- 1-2 years of experience on Capitol Hill, at a trade association, serving on a political campaign, or other relevant company ; or a combination of education and experience.

Skills and Attributes:

- Experienced computer and software knowledge, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent project management skills with great attention to detail, and strong work ethic.
- Excellent oral and written communication skills; ability to write and edit clear, engaging, and grammatically correct content; willingness to be coached.

- Self-motivated individual who is also a team player with a high level of professionalism and emotional intelligence.
- Ability to thrive in a fast-paced environment.
- Detail-oriented individual with exceptional organizational and time management skills.

Other:

- Position based in Washington DC

AHLA is an equal opportunity employer. We encourage you to apply even if your experience is not a 100% match with the position. We are looking for someone with relevant skills and experience, not a checklist that exactly matches the job description. We want to help you grow and in return, you help us grow into a stronger, more inclusive organization. We celebrate diversity and are committed to creating an inclusive environment for all employees.

EOE