

## Government Affairs Coordinator



Will be responsible for supporting the Government Affairs team with advocacy efforts on behalf of AHLA's membership.

### 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 GA web site page
- Conduct issue background research
- Attend congressional hearings and produce bill summaries
- Cover legislative issues as needed
- Manage and build master lists and event calendars
- 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 the Hill, at a Trade Association, or on a Corporate Government Relations Team; 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.

**To apply, send cover letter and resume to [HR@AHLA.com](mailto:HR@AHLA.com)**