

Government Affairs Coordinator

Position Title: Government Affairs Coordinator

Reports to: Executive Vice President, Government Affairs

Position Summary:

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.

Other:

- Position based in Washington, DC.



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