



JOB DESCRIPTION

Working Job Title: Government Affairs Associate
Position Reports To: President, Greater Pittsburgh Chamber of Commerce

[The Allegheny Conference on Community Development](#) is one of the nation's leading economic and community development organizations. The Conference brings together public and private sector leaders around a shared regional agenda designed to improve the economic future and quality of life of the 10-county Pittsburgh region.

The Conference markets the Pittsburgh region for business investment and job creation while championing public policies to improve its competitiveness. By bringing together more than 300 [Regional Investors Council members](#) and leadership from across the region, the organization defines southwestern PA's near- and long-term opportunities and challenges; identifies solutions to capture these opportunities and meet these challenges; and mobilizes the public, private and non-profit sectors to achieve results.

The Conference's goal – as it has been for almost 75 years – is to do this job better today than we did yesterday, while thinking and working together to create a next generation economy for all for the future.

OBJECTIVE

This position provides support and assistance to the government affairs team and manages resources for regional advocacy, with specific focus at the local and federal levels.

PRIMARY RESPONSIBILITIES

Policy & Advocacy

- Establishes and maintains good working relationships with key government leaders and their staffs at the local and federal levels
- Supports execution of legislative and policy issues at the local and federal levels through drafting and advocating ACCD/Chamber positions, including letters, position papers, testimonies, and other relevant materials.
- Stays apprised of pertinent policy and legislative issues at the local and federal levels in Pennsylvania and throughout the country, and works with outside consultants and organizations to ensure ACCD/Chamber priorities are communicated and advanced.
- Provides resources and support for implementing regional strategies in association with the organization's varied coalition efforts.
- Performs legislative research and makes policy recommendations to senior staff on local and federal policy issues as needed.
- Supports agenda of the ACCD Economic Inclusion Committee with a specific focus on public policy.

Program Management

- Works closely with the Communications and Investor Relations teams to coordinate and schedule Chamber events, including the federal legislative reception and the elected and public official's reception, First Friday policy briefings, PAC fundraising events, etc.
- Provides staff support to the Chamber's Political Action Committee.
- Provides staff support to the Regional Advocacy Coalition of Chambers (RACC).

ADDITIONAL RESPONSIBILITIES

- Assists the Government Affairs team in the development of a plan of action for government relations. Assists in planning and organizing strategies for government relation activities and initiatives.
- Assists the communications group in developing and executing a communication and education plan for members on policy issues.
- Coordinates special projects on behalf of the Chamber and the Conference. Contributes to the efficiency of the organization by performing other duties, as assigned.

SKILLS & EXPERIENCE

- Education:** Bachelor's degree in political science, public policy, or business.
- Knowledge:** Understanding of the public policy process and how government operates on local, state and federal levels.
- Experience:** 1-3 years experience in governmental affairs, public policy and/or community development.
Experience in examining and formulating public policy, and developing and implementing new strategies and procedures preferred.
Experience with social media platforms such as Twitter preferred.
- Skills:** Excellent interpersonal and communication skills to include public speaking.
Excellent project management skills
Proficient in MS Office suite.

The Allegheny Conference is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.

***Send resume and salary requirements to
HRDept@alleghenyconference.org.***