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POSITION TITLE: Government Relations Coordinator
DEPARTMENT: Government Relations
REPORTS TO: Director of Government Relations

PRIMARY OBJECTIVE: To provide administrative support to the staff and Director of Government Relations, including managing lobbyist registrations.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Provides general administrative support to the Government Relations director and staff, including by maintaining calendar, scheduling meetings, travel arrangements, managing communications, typing, filing and performing various other tasks.
2. Manages the Lobbyist Registration process. Creates and maintains system for lobbyist registrations by monitoring all filing deadlines, preparing and filing timely reports and handling all correspondence with states.
3. Develops and maintains various tracking systems for Director, including a) President's schedule and travel memos summarizing key points that he should be aware of when meeting with constituents, funding agencies, donors, regulators, etc., b) milestone completion on staff work plans, c) Lobby Day materials and deadlines, d) Raiser's Edge database for new members, committee and subcommittee members of Congress and their staff, e) correspondence, f) sign-on letters, g) QuickLines, and h) Action Alerts.
4. Assists Director in developing department budget and with special project budgets. Reconciles and monitors expenses; codes and processes credit card, expense reimbursement and vendor payments.
5. Interacts with Congressional Offices and provides legislative research as needed such as committee lists, vote counts, Voting Records, and whip lists.
6. Maintains various organizational records and files, calendars, meeting reminders and communications, including assisting with meeting standards for electronic storage.
7. Act as liaison with organization's administrative staff on all needs of department including computers, PDA's phones, databases, etc.
8. Updates and maintains department orientation notebook for new staff; trains new staff on department and organizational procedures—especially time sheets.
9. Works on special projects as requested.

SECONDARY RESPONSIBILITIES/ACTIVITIES:

1. Serves as department representative on organizations' task forces, as needed.
2. Provides coverage for Front Desk as needed.
3. Drafts correspondence on behalf of analysts.

SUPERVISION EXERCISED:

Supports the hiring, training and supervising of interns.

SKILLS/KNOWLEDGE REQUIRED:

- BA or BS degree required with at least two years of office experience
- Strong computer skills, including proficiency in MS Office Suite, database software and Internet research.
- Experience with Raisers' Edge database a plus.
- Knowledge of CapWiz; Get Active and other systems to assist in communications with Capitol Hill offices a plus.
- Strong office management and customer service skills.
- Strong organizational, communication and interpersonal skills.
- Previous Capitol Hill, political campaign or Government Relations experience required.
- Ability to work cooperatively within a team and manage time effectively.
- Strong writing and analysis skills a plus.

WORK ENVIRONMENT ISSUES:

None

DISCLAIMER:

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

HOW TO APPLY:

Please submit a cover letter and resume to Careers.GR@bread.org or fax these materials to the attention of Amelia Kegan at 202-688-1155. Visit our website <http://www.bread.org/about-us/jobs/> for a full listing of open positions.