

Government Relations and Membership Specialist

National School Transportation Association is seeking a **Government Affairs and Membership Specialist**. The candidate will be researching, reviewing, and analyzing legislation and regulations on federal and state policy issues, and then communicating status to Government Relations Committee and Executive Team. This position is instrumental in researching and developing public policy positions for National School Transportation Association on school transportation related matters across the nation. Track and analyze national and state legislative and regulatory proposals affecting school transportation on behalf of private school bus contractors. Draft advocacy communications including testimony, regulatory comments, bill comments, and meeting materials. Draft Government Affairs communications including newsletter stories, podcasts, member bulletins, and issue updates. Track and report on relevant developments from Congressional Quarterly and the Federal Register. Works closely with Executive Director, Committee Chairs and Lobby Firm to develop and inform advocacy positions and manage Capitol Hill Days as well as Association's Conferences, Standing Committees and Board meetings. Enable and support NSTA's strategic mission through effective and efficient execution. Work successfully with key contacts, including the Association membership, Government Regulators and Legislative members, including working across functional teams within the Association. Assists with coordination of the association's monthly e-newsletter, podcasts, committee meetings, presentations, and related advocacy matters.

Requirements: Bachelor's Degree in Political Science or similar experience or degree. Excellent written and oral communication skills and is able to effectively interact with colleagues, consultants and the public. Two or more years of legal or government affairs experience. Experience working in the Transportation sector a plus. Excellent research, analytical, oral, and written communication skills. Able to synthesize and explain complex concepts to key audiences. Effective time management and organizational skills as indicated by ability to complete multiple tasks and meet deadlines. Self-starter and ability to prioritize projects to drive Association goals and objectives. This position requires occasional travel to Washington DC and other locations in the US as needed for meetings and events (approximately quarterly).

We provide competitive compensation and full benefits. We offer an informal and highly collegial work environment where we are committed to investing resources in serving clients while balancing work/life priorities for our team members.

If interested please send salary requirements and resume to grace@secinc.us.com.

Job Title: Government Relations & Membership Specialist	Department: Legal FLSA: Non-Exempt
Employee Name:	Location: Lansdale PA with travel as needed
Supervisor: President/Executive Director	Date Reviewed: 7/13/2020
Job Summary: Perform regulatory and legislative research and analysis to provide summaries and updates to clients in various forms. Support client needs and initiatives. Assist and support in planning, executing, presenting client meetings and events. Assist in facilitating association client committees and in helping association and other clients achieve strategic goals. Perform other functions as requested. Must be able to multi-task, manage deadlines and possess strong customer service skills.	
Essential/Main Job Functions:	
Legal – Research, Monitor, Summarize, Respond	
<ol style="list-style-type: none"> 1. Perform daily reviews of state/federal regulation/legislation using various applications, sources, searches, and data analysis tools and methods to identify issues of critical importance to clients. 2. Identify, calendar, and report on evolving issues that require action or response in collaboration with supervisor and client consultant. 3. Draft proposed positions and responses for review in collaboration with others and present same to supervisors and/or clients by phone, web, or in person. 4. Keep complete, accurate, and timely notes documenting progress and changes in matters of importance to clients. 5. Recognize priorities and assist all staff in achieving timely resolutions of Matters. 	
Association Support – Committees, Events, Communications, and Support	
<ol style="list-style-type: none"> 1. Draft committee agendas and minutes in collaboration with others and present same to supervisors and/or clients by phone, web, or in person. 2. Schedule and facilitate committee calls and meetings using various applications. 3. Report on evolving issues in collaboration with others in newsletters, member bulletins, webinars, podcasts, and other media. 4. Attend and support association calls and meetings and support and assist coworkers, supervisors, and others in providing services to clients. 5. Attend, administer, and support off-site membership meetings for client. (Travel required) 6. Maintain an orderly and up to date library of resources and materials for specific clients in collaboration with others. 7. Support and assist with the social media presence of specific clients. 8. Support and assist with membership recruiting and retention for specific clients. 9. Promote and facilitate member benefits for specific clients. 10. Provide regular updates to client website. 	
General Administration and Assistance	
<ol style="list-style-type: none"> 1. Coordinate and oversee the completion of multiple projects, often with aggressive deadlines, while ensuring cost-effective materials are produced accurately and delivered on time. 2. Establish project budgets and deliver objectives within established budget 3. Establish and manage a catalog of content (e.g. presentations, emails, proposals, newsletters) for quick and easy access 4. Plan and schedule project timelines, identify/manage resource allocation and budget 5. Effectively communicate expectations and project progress using metric driven reports to team members and stakeholders in a timely fashion 6. Communicate and report on project deliverables, status, risks, issues, and results in a clear and timely fashion. 7. Complies with all Office Policies and Procedures, instructions of others, and Best Practices. 8. Follows and/or develops and documents effective procedures for assigned work 9. Provides collaborative support for all office functions and projects. 10. All other duties as assigned 	

Education and Experience: Bachelor's Degree preferably in Political Science plus at least two years' experience in an office setting, ideally working with regulation and legislation. High functioning experience with legal research, regulation, legislation, legal writing and communications.

Qualifications and Competencies To perform the job successfully, an individual should demonstrate the following

1. Analytical - Synthesizes complex or diverse information; Collects and researches data.
2. Design - Demonstrates attention to detail.
3. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.
4. Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality.
5. Oral Communication - Listens and gets clarification; Responds well to questions, strong listening skills, ability to speak to groups of people.
6. Written Communication - Writes clearly and informatively; proofreads and edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.
7. Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.
8. Professionalism - Accepts responsibility for own actions; Follows through on commitments.
9. Confidentiality – Securely keeps confidential information of the company and its clients.
10. Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
11. Attendance/Punctuality - Is consistently at work and on time.
12. Dependability - Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals.
13. Initiative - Takes independent actions and calculated risks; Asks for and offers help when needed.
14. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
15. Strong organizational skills, including the ability to set short and long term goals with an appropriate work plan to accomplish those goals.
16. Knowledge of administrative and clerical procedures and systems such as Microsoft Suite, Adobe, word processing, managing files and records, designing forms, and other office procedures and terminology.
17. Ability to work collaboratively and positively with others of diverse backgrounds, opinions and needs.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job either with or without a reasonable accommodation.

1. Must be able to occasionally lift and carry up to 25 pounds from ground level to waist level and be able to bend, stoop, kneel, lift, and reach occasionally throughout workday. (E)
2. Must be able to stand and/or walk/travel for a portion of the workday (approx. 60%). (E)
3. Is seated for approximately 40% of the workday. (NE)
4. Must be able to climb multiple flights of stairs consecutively. (E)
5. Required to perform simple grasping and fine manipulation tasks with both hands, to use the computer, use telephone and standard office equipment to complete required tasks. (E)
6. Requires acceptable corrected vision (in both eyes) and close visual acuity. (E)
7. Requires acceptable corrected hearing in normal noise conditions as well as in large crowded conditions. (E)
8. Clear and comprehensive speech required to communicate adequately in performance of this job. (E)

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Work is generally performed either in an office environment at headquarters with routine contact with a small staff, or in meetings with clients at various locations.

Travel Requirements: Must have reliable transportation and adequate insurance to drive for general office operations and off site meetings. Ability to attend internal and external meetings that may require working some evenings and weekends as the project demands. Overnight travel will vary depending on the event schedule and will include some weekends, evenings, and required attendance at Association events that will including multi-day quarterly association events at locations that will require air travel and overnight stays.

This document is a general description of the roles, responsibilities, experience, and qualifications related to the above stated job. It is not a contract of employment and does not create any contractual rights or obligations whatsoever. It does not modify in any way the “at will” employment status of the employee in any way.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____