



Assistant Manager, Government & External Affairs

Essential Duties:

1. Work directly with Vice President of Government and External Affairs.
2. Serve as liaison for Public Policy Committee and its subcommittees.
3. Facilitate Public Policy Committee and its subcommittees (Transportation, Energy & Environment, Health Care Legislative)
 - a. Schedule, attend, record and distribute minutes
4. Event planning: Coordinates Public Policy Committee and subcommittees events and forums according to Chamber best practices
5. Sales: Negotiates event sponsorship proposals with business and organizations.
6. Business Matters TV Show
 - a. Assistant Producer: Contact individuals regarding participating on Business Matters
 - b. Coordinate schedules, panelists, and shows with WFMZ staff
 - c. Research and create talking points for the host of Business Matters.
7. Other duties as assigned by Chamber leadership.

Essential Qualities:

1. Passion for public policy.
2. Knowledge and understanding of government systems and current issues facing government bodies at the local, regional, state, and federal levels
3. Enjoys fast paced, people orientated, high energy work environment
4. Ability to multitask
5. Excellent writing skills and knowledge of Microsoft Office (Word, PowerPoint, Excel)

Minimum Qualifications:

1. Bachelor's degree in political science or related field
2. Ability to work nights and weekends as needed
3. Excellent communication skills
4. Ability to build and maintain professional relationships with business leaders and politicians