



JOB DESCRIPTION

JOB TITLE: GOVERNMENT AFFAIRS ANALYST
DEPARTMENT: GOVERNMENT AFFAIRS
REPORT TO: DIRECTOR, GOVERNMENT AFFAIRS
WAGE CATEGORY: NON-EXEMPT

JOB STATEMENT

Reporting to the Director, Government Affairs this position is responsible for coordinating the public policy research positions for the Vegas Chamber at the local, state, and federal levels. Responsible for summarizing documents and preparing communications, produces written material in multiple formats for internal and external communications it relates to the public policy positions of the Vegas Chamber. Position will work closely with the Senior Vice President, Government Affairs and Director, Government Affairs on policy issues and work with Chamber's members who support, join, actively engage, and participate in Chamber policy committees. Customer service, teamwork, and strong communication skills are prerequisites at all times.

ESSENTIAL FUNCTIONS/OBJECTIVES

- Knowledge of the functions, laws, ordinance and operations of state, local, and federal government functions
- Identify issues or policy areas to explore, collect, and analyze information relating to Nevada's business community
- Evaluate the impact of the policy and solutions already undertaken or regulations being proposed by government entities or agencies
- Assist in developing policy positions for materials and communication to members and stakeholders
- Ability to gather information, analyze data, evaluate public policy issues, make recommendations, and prepare written and oral reports
- Archive and maintain policy positions for future resource needs
- Draft policy message for approval by SVP/Director of Government Affairs
- Draft weekly key messages for BOT & GAC based on policy positions developed at the direction of the SVP/Director of Government Affairs
- Develop and maintain talking points for briefings for approval by SVP/Director of Government Affairs
- Prepares external and internal communications materials related to public policy positions and government affairs related activities and events
- Working as a liaison with Chamber's Communication and Marketing departments on necessary information
- Coordinate government affairs calendar submissions on the website and work with the Marketing department to drive notifications to members
- Assist and coordinate both external and internal presentations by Chamber leadership, staff, committee members and external speakers
- Secure meeting locations
- Engage and assist with the planning and organization of annual Washington, DC Fly-in
- Assist other team members on recurring events and projects as needed
- Support Government Affairs priorities as directed
- And other duties as assigned

Research, Analysis, Writing and Policy Responsibilities:

- Tracks, researches, and analyzes legislation, government rulemakings, government policies and programs and produces reports on potential impacts on Nevada's business community.
- Tracks local government and state agency agendas for review by the SVP/Director of Government Affairs
- Collects feedback from subject matter experts to help determine how a particular issue might affect the Chamber's public policy objectives
- Support the implementation of Chamber's public policy agenda at the local, state and federal levels of government and monitor progress
- Work with the other members of the Chamber's Government Affairs staff to draft papers, author reports, and create accessible presentations of research results and policy recommendations to a wide array of audiences
- Develop reports, fact sheets, and other materials for the Congressional delegation, State Executive Branch, State Legislature, municipal officials, and other groups
- Work with the government affairs department to craft legislative and policy priorities based on detailed research, and move toward legislative and policy solutions
- Conduct membership surveys on policy issues that may impact their businesses on issues such as labor, taxes, healthcare, education, and government operations
- Responsible for inputting and updating Government Affairs data into the Chamber's database system

Administrative Responsibilities:

- Serve as the Committee Secretary to the Government Affairs Committee, which includes but not limited to managing the committee roster, taking meeting minutes, drafting the agenda, preparing meeting packets, sending calendar invites, and secure meeting locations under the direction of the SVP of GA
- Provide logistical support to the Government Affairs team for both in-person and virtual meetings
- Responsible for ensuring government affairs content is updated and accurate on the website
- Tracking of sponsor fulfillment benefits for GA related activities and events
- Work with the Government Affairs department to help and assist events as directed

JOB SPECIFICATIONS

- Experience in public policy work preferred
- Bachelor's degree in political science, communications or related field preferred
- Previous work with government or in the public policy area and project management preferred
- Understanding of public policy issues in Nevada at the federal, state, and local government levels
- Must have an understanding of government politics and functions in the State of Nevada
- Experience in building and maintaining quality relationships with volunteers preferred
- Detail oriented, highly organized, self-starter, creative with ability to multiple task
- Customer service skills, with strong verbal and written skills
- Experience and proficiency in database, Excel and MS Word
- Knowledge of virtual meeting platforms
- Ability to make decisions independently
- Capable of maintaining sensitive/confidential information
- Full-time position with ability to work flexible weekly hours and weekends as required
- Some limited travel required