

OFFICIAL JOB STANDARDS

Job Title: Public Affairs Coordinator

Georgia Chamber of Commerce

November 2021

Reports To: Chief Public Affairs Officer**What are the major objectives or outcomes to accomplish by the person in this job?**

- Monitor, research, and analyze public policy positions on business issues and issues related to hub communities including state and federal laws and regulations, legislative and regulatory proposals and legislative agendas.
- Assist volunteer-led policy committees with developing recommendations on complex issues and public policy positions.
- Produce documents that synthesis complex issues into those that are easy understandable to share with internal and external stakeholders
- Build relationships among multiple stakeholders, including elected and community leaders, local chambers, and Georgia Chamber members
- Provide research, data, and information support in response to staff and member inquiries.
- Assist with the preparation and execution of department and organization events

What are the most frequent and most essential work activities in this job?

- Data research, analysis, compilation and policy development
- Document/material production and communication of same
- Problem-solving
- Work with GCC Officers (committee chairs) and committee members
- Work with staff on various projects and initiatives.

What are the primary people contacts in this job?

- Vice President, Foundation
- Chief Public Affairs Officer
- Public Policy Manager
- GCC Public Affairs Team
- Chief Experience Officer
- Director of Center for Rural Prosperity
- GCC Officers
- Hub Council Members
- Georgia Chamber Board members
- Local elected and community leaders in designated Hub communities
- Chamber Staff: cohesive work effort with Gov Affairs, External Affairs and Investor Engagement
- Other stakeholders in public, private, and non-profit roles

What behavioral traits, attitudes and skills are required?

- Experience with public policy, data analysis, and research
- Excellent writing skills
- Interpersonal communications skills, comfortable speaking publicly and leading meetings
- Strong organizational and time management skills
- Flexible, dependable team player
- Confidentiality and accountability

What are the toughest parts of this job on a day-to-day basis?

- Analysis of topics in which the manager may not have any pre-existing knowledge
- Understanding and communicating complex policy issues
- Developing and maintaining engagement strategy for members across the state

- Fluctuation of daily activities
- Setting and meeting ambitious goals
- Handling several projects with fast-paced deadlines
- Balancing the needs of a diverse membership

What are the prerequisites for employment? (Education, prior experience, other)

- 4 year college degree, minimum
- Minimum of 1-2 years of experience in public policy, political science, or government affairs
- Experience working with volunteers
- Excellent communication skills, both written and verbal
- Presentation skills
- Problem-solving skills
- Critical thinking skills
- Ability to work in Atlanta office two days a week or as deemed appropriate by direct report

What are the compensations? (Income range, pay formula, advancement opportunities)

- Salary range: \$35,000 to \$45,000 based on experience
- Performance-based bonus and salary structure
- Employer paid 401(k) contributions
- Employer assisted health insurance
- Employer paid dental, life and long-term disability insurance
- Employer paid time off for vacation and sick leave
- Employer paid parking or MARTA pass
- Employer paid job-related travel and expenses

To apply

Send your resume to jobs@gachamber.com with **PPC21** as the subject line

*no phone calls please