OFFICIAL JOB STANDARDS Georgia Chamber of Commerce

Job Title: Government Affairs Coordinator October 2026

Reports To: Senior Vice President, Government Affairs

What are the major objectives or outcomes to accomplish by the person in this job?

- Assist with the preparation and execution of department and organization events, including but not limited to policy committee meetings and Government Affairs Council meetings
- Serve as main administrator of Government Affairs team, including Outlook calendar management both internally and externally
- Coordinate policy committee and council meetings (excluding Energy and Sustainability), manage membership records and communications, and support legislative session interns with committee meeting notices and related activities.
- Support Georgia Chamber Foundation events and initiatives by coordinating speaker preparation, materials, project timelines, communications calendars, and deliverables in collaboration with Government Affairs, Events, Communications, and other Chamber teams.
- Research and fulfill data requests related to Georgia's economy, workforce, demographics, and other Foundation priorities; write and edit Navigator briefings and review Foundation publications for accuracy, consistency, and quality.
- Attend all GAC and GCC events and provide on-site support as needed.

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

- Administrative functions integral to managing day to day activities of full Government Affairs team
- Maintain GAC mailing lists, membership and committee lists, minutes, bylaws, and GAC dues collections.
- Problem-solving and critical thinking
- Communicating in written and verbal forms
- Work with GCC Officers (committee chairs) and committee members
- Work with staff on various projects and initiatives
- Draft and coordinate external communications with the GCC communications team
- Assist team at the state capitol during legislative session

What are the primary people contacts in this job?

- Senior Vice President, Government Affairs
- Executive Director, Foundation
- GCC Public Affairs Team
- GCC Officers

- Georgia Chamber Board members
- Local elected and community leaders
- Chamber Staff: cohesive work effort with Government Affairs, External Affairs and Investor Engagement
- Other stakeholders in public, private, and non-profit roles

What behavioral traits, attitudes, and skills are required?

- Excellent writing and proof-reading skills
- Interpersonal communications skills
- Strong organizational and time management skills
- Effective collaborator
- Deadline and goal driven
- Flexible, dependable team player
- Confidentiality and accountability

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

- Fluctuation of daily activities
- Handling many projects with fast-paced deadlines
- High level of detail in all communications
- Managing the needs of full Government Affairs team
- Setting and meeting ambitious goals
- Balancing the needs of a diverse membership

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

- Post-secondary credential preferred
- Highly detail- oriented
- Experience working with a team
- Excellent communication skills, both written and verbal
- Problem-solving skills
- Critical thinking skills
- Ability to work at Georgia State Capitol daily January through April or as deemed appropriate by direct report
- Familiarity with Microsoft Outlook preferred
- Familiarity with invoicing software preferred

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

- Salary range: $42,000 to $48,000 based on experience and/or education
- 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