

## **Grassroots Coordinator**

XYZ Association, is hiring a Grassroots Coordinator to manage the grassroots activities of XYZ and convey policy issues to a grassroots network, XYZ members and the XYZ Legislature. Qualifications include a college degree, understanding of the legislative process, strong communication/organizational/team player skills and attention to detail. Legislative experience is a plus but not required.

### **Job Requirements**

Education, training, experience:

Association membership

The XYZ Grassroots Coordinator is responsible for managing the grassroots activities of the association and conveying policy issues to a grassroots network, XYZ members and the XYZ Legislature. The Coordinator works with the Executive Vice President, Vice President of Government Affairs, Director of Communications and other XYZ staff on executing XYZ policy.

Duties:

- Strengthen relationships with XYZ members and elected officials.
- Schedule meetings between XYZ members and elected officials.
- Responsible for follow up and initial analyzing of information obtained from members regarding legislative activities.
- Monitor and analyze legislation affecting the industry.
- Analyze various reports and creatively present key points for public consumption.
- Work to increase contributions to the XYZ PAC and submit state and federal reports.
- Help to ensure that XYZ's public policy efforts, both legislative and regulatory, are conveyed to XYZ members.
- Further develop and refine a grassroots advocacy plan to increase advocacy by XYZ members.
- Coordinate affiliates of the XYZ Transportation Team
- Maintain numerous databases.
- Assist in writing testimony, position papers and comments on proposed legislation.

Qualifications and Skills:

- College Degree.
- Understanding of the legislative process.
- Legislative experience a plus but not required.
- Strong communication skills and attention to detail.
- Highly organized.
- Ability to be a team player.