

## **Job Description: Associate, State Legislative Affairs**

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### **Reports to:**

Director of Legislative Affairs

### **Job Summary:**

Molera Alvarez is a full-service government and public affairs firm that provides strategic counsel to major corporations, business associations and other organizations seeking to advance public policy positions at the national, state, county and local levels. We provide a fast-paced, energetic work environment, and this position will have daily interaction with senior staff and clients.

Molera Alvarez, LLC is looking for a highly motivated, career-oriented individual looking to gain hands-on knowledge of government and community relations. The Associate will support client account teams in delivering high-quality strategic lobbying services. The ideal candidate will assist with the coordination and execution of client projects, as well as some administrative duties.

### **Tasks & Responsibilities:**

- Support client accounts by developing policy and business development strategies, attending meetings, managing and developing state/local government contacts, conducting research, tracking action items and meeting deadlines;
- Write, edit and proofread legislative reports and other informational materials to clients and elected officials;
- Identify and work with elected officials to build relationships for clients and firm;
- Weekly tracking of state legislative meeting agendas to identify issues and opportunities for client engagement;
- Participate in new client development including research, proposal and analysis;

- Respond in a timely and professional manner to client requests or needs;
- Attend networking and client events as needed.

**Job Qualifications:**

- Professional written and interpersonal communications skills;
- Strong organizational skills, ability to multi-task, and attention to detail;
- Self-motivated and ability to work independently as well as a team member;
- High level of proficiency with office PC applications, such as Word, Excel, Outlook, Powerpoint etc.;
- Resourceful problem solver – takes initiative and keeps agenda on track.

**Position Type/Expected Hours of Work:**

This is a full-time position with employee benefits. Days and hours of work are Monday through Friday 9:00AM to 5PM. May require attendance at some events or meetings held after hours.

**Salary Range:**

\$35,000-\$45,000

**Education Required:**

- 4-year college degree.

**Experience Required:**

- 1-3 years of government related work experience;
- Local government experience and knowledge of state functions is preferred;

**Application:**

To apply, please e-mail a resume and brief cover letter to [em@ma-firm.com](mailto:em@ma-firm.com) by December 1, 2017.