

# **Legislative and Programs Assistant Job Description**

## **Assistant the Director of Government Affairs**

- Assists with legislative tracking, data entry, and prepares Capitol Track reports.
- Prepares and formats official letters and distributes letters via email or drop off.
- Collects “Call to Action” letters from membership.
- Research projects
- Coordinates reservations for events, speaking opportunities, travel accommodations.
- Schedules meetings, calendar invites, conference calls and prepares conference room for in-person meetings.
- Sends email blasts through Constant Contact.
- Makes purchases for the Director of Government Affairs and balances their credit card bill.
- Prepares the Director of Government Affairs for all Board Meetings with needed materials.
- Runs status report and prepares the ACEC California Legislative Achievements booklet.
- Gives the Director of Government Affairs important reminders, prints, edits, proofing, clears voicemail box, organizes shared folders, assists with lobbying report requirements, answers questions from members.
- Contributes to Newsletter and Chapter Talking Points
- Prepares the annual Legislative Proposals survey

## **Committee Management**

- Scheduling meetings and minutes for the following ACEC California committees:
  - Architects and Engineers
  - Business Management Insurance
  - Board for Professional Engineers, Land Surveyors, and Geologists
  - Grassroots
  - Legislative Review and Action
  - Professional Surveyors
  - Qualification-Based Selection
  - Scholarship Committee
  - Scholarship Foundation
  - Water Resources
- Prepares all committee conference calls, including printing the agenda, handouts, roster, taking attendance and taking minutes on the conference call.
- Collects all committee reports for each Board meeting.
- Coordinates in-person meetings including materials, location, food and beverage.
- Prepares housekeeping items.

## **Scholarship Foundation**

- Assists with the Raffle and Silent Auctions.
- Prepares materials and sometimes mailers/solicitations.

- Markets the application on social media, via email to university's communication, engineering and financial aid departments and to our members through various ways such as newsletter additions, housekeeping items, etc.
- Produces and edits the scholarship application.
- Updates the scholarship timeline (FY).
- Works alongside Public Affairs contact to help further promote the Scholarship Foundation by scheduling meetings with legislators or coordinating PR opportunities in and out of house.
- Produces flyers to promote the Scholarship Foundation and winners.
- Helps edit, review and supply content for the EEA Prospectus.
- Deposit scholarship checks.

#### **Engineering Excellence Awards**

- Does research on projects and local agencies.
- Identifies legislators for each award-winning project.
- Coordinates and prepares Annex display.

#### **Legislative Visit Day**

- Updates registration.
- Prepares all materials such a schedule, folders, binders, flyers, social media information, pamphlets,
- Coordinates sponsorships.
- Schedules capitol meetings for ACEC California members.
  - 120 appointments for the 120 legislators
- Problem solves the day of.
- Runs point for Grassroots Chairs.
- Coordinates and prepares Annex display.

#### **Assists the Policy Outreach Director**

- Qualifications-Based Selection (QBS) educational event coordination.
- Produces follow up documents, surveys and organization materials.
- Assists with QBS Champion Award by creating the notification and release forms and distributing materials. Prepares judging materials.
- Works with Events Producer to further QBS Events.
- Schedules meetings, calendar invites, conference calls and prepares conference room for in-person meetings.

*Other duties as assigned.*

To apply, please send a cover letter, resume and a writing sample to Stephanie Reed, sreed@acec-ca.org.