



## **Public Policy Coordinator Job Description**

### **Position Summary**

The Public Policy Coordinator performs administrative, organizational, and research duties to support the policy development, programs, policy committees, events and advocacy efforts. The Coordinator will provide a supporting role in analyzing policy trends, developing policy research, and drafting issue papers that advance the Sacramento Metropolitan Chamber of Commerce's policy objectives at local, state, and federal levels.

### **Essential Duties & Responsibilities**

- Monitors and tracks policymaking bodies at the local, state, and federal levels to identify proposals that will impact business or the organization's mission.
- Assists with position letters, scheduling, filing, and correspondence for the Public Policy Department.
- Provides support to the Metro Chamber committees within the Public Policy Division.
- Coordinates meeting notices, crafts agendas, serve as liaison in responding to questions from chamber members and partners and facilitating their requests.
- Maintains department and committee databases and division files.
- Reserves and prepares facilities for meetings and gatherings and records and transcribes minutes of meetings.
- Supports Public Policy programs and events as necessary including scheduling of appointments with elected officials and delegates for the Cap-to-Cap programs.
- Serves as support staff to the Chamber's Political Action Committee and coordinate logistics and events for the Metro PAC's fundraising activities.
- Builds strong and trusted relationships with elected officials and their staff members.
- Supports crafting of policy related communications in collaboration with the communication's department.
- Serves as liaison and support to the Chamber's events staff to assist with event registration and RSVP's, when appropriate.
- Exemplifies Metro Chamber's mission, vision, and values.
- Other duties as assigned.

### **Compensation & Benefits**

The Sacramento Metro Chamber provides compensation and a benefits package including annual PTO, sick leave in accordance with the law, thirteen paid holidays, employer paid Medical, Dental, Vision, Life (Employer paid base plan – plan upgrades and dependent coverage available at employee's cost), a 401(k) plan, monthly cell phone allowance, paid parking. Compensation based on experience.



### **Education and/or Experience**

Bachelor's degree from four-year college or university; or two to four years related experience and/or training; or equivalent combination of education and experience in state legislature and statewide associations.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently required to sit, stand, walk, and reach with hands and arms, use finger movements, handle, or feel. Occasionally the employee may be required to climb, balance, stoop, kneel, crouch, crawl, or lift and/or move up to 20-25 pounds. Must be able to see, talk, and hear.

The Sacramento Metropolitan Chamber of Commerce is committed to an inclusive and diverse team and is an equal opportunity employer. We do not discriminate based on race, color, ethnicity, ancestry, national origin, religion, sex, gender, gender identity, gender expression, sexual orientation, age, disability, veteran status, genetic information, marital status or any legally protected status.