



Job Description – Public Policy Coordinator

Reports to: Government Affairs & Program Manager

Summary: Reporting directly to the Government Affairs and Program Manager, the Public Policy Coordinator for the Public Policy Division includes administrative, clerical, and research duties to support the policy development, programs, events and advocacy efforts associated with the Metro Chamber's Public Policy Division. The Coordinator will provide a supporting role in analyzing policy trends, developing policy research, drafting issue papers that advance the Sacramento Metropolitan Chamber of Commerce's ("The Chamber") policy objectives at local, and occasionally State, levels. The ideal applicant will be adaptable in a fast-paced, rapid-growth environment, a methodical thinker, and detail-oriented. Experience with local government environments, familiarity with public policy campaigns and an understanding of how Political Action Committees work or a keen desire to learn is highly desired.

Position Essential Skills, Responsibilities and Strategic Duties:

- Serves as administrative support to the senior staff within the Public Policy Department.
- Assist with scheduling, managing e-mail, phone messages, filing and correspondence.
- Serve as the lead staff to the Metro Chamber committees within the Public Policy Division as assigned by senior staff within the Public Policy Department.
- Coordinate meeting notices, craft agendas, serve as liaison in responding to questions from chamber members and partners and facilitating their requests.
- Maintain department and committee databases and division files.
- Reserves and prepares facilities for meetings and gatherings and records and transcribes minutes of meetings.
- Support Public Policy programs and events as necessary including scheduling of appointments with elected officials and delegates for the Cap-to-Cap programs.
- Serve as support staff to the Chamber's political action committee and coordinate logistics and events for the Metro PAC's fundraising activities.
- Build strong and trusted relationships with elected officials and their staff members
- Serve as liaison and support to the Chamber's events staff to assist with event registration and RSVP's, when appropriate.
- Promptly and professionally greet scheduled visitors and escort to appropriate area or person.
- Other duties as assigned.

Desired Competencies:

- ✓ Responds promptly to customer needs and solicits feedback to improve service
- ✓ Engages in active listening. Speaks and writes clearly and persuasively in positive or negative situations.
- ✓ Works effectively with others to balance the needs of the team and those of the individual.
- ✓ Gives and welcomes feedback.
- ✓ Follows policies and procedures to ensure work is completed timely and accurately.
- ✓ Able to prioritize work load, attain needed resources and execute a plan that optimizes results.
- ✓ Adapts to changes in the work environment and is able to manage competing demands with assistance from his or her manager.
- ✓ Displays original thinking and creativity by meeting challenges with resourcefulness, generates suggestions for improving work and develops innovative approaches and ideas.

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.