



JOB DESCRIPTION

Public Policy Assistant

Position Summary

The mission of ACCSES is “to promote and enhance community-based solutions that maximize employment and independent living opportunities for people with disabilities.” ACCSES requires an individual to assist with our policy and administrative functions to keep the momentum of our organization moving forward. This individual will collaborate with the entire staff of the organization and, at times, work with the Board of Directors and external consultants. The Public Policy Assistant reports to the Director of Operations.

The Public Policy Assistant will be responsible for the administrative needs of the organization including answering phone calls, keeping files up to date, maintaining our web and digital media presence, as well as other tasks assigned from the government affairs team. As the forward face to our members and potential members, high quality communication skills are a must for this position.

Duties and Responsibilities

- **Public Policy:**
 - Work with the government affairs team to coordinate meetings, edit public policy documents, and manage our calls to action.
 - Assist the government affairs team in keeping open lines of communication with our grassroots organizations to highlight their successes.
 - Arrange and manage logistics for public policy calls with members.
- **Administrative Duties:**
 - Answering phone calls.
 - Managing invoicing and member dues.
 - Custodial keeping of electronic and paper records.
- **Website & Digital Media:**
 - Work with the Director of Operations to maintain content relevance.
 - Promote social media outlets.
 - Interface with PR team as necessary.
- **Membership Services:**
 - Assist in coordinating member questions to facilitate fast and accurate responses.
 - Maintain contact listing of members and their services.
- **General office support.**
- **Other duties as assigned.**

Qualifications, Education and Experience

- Hill experience preferred.
- Member services and digital media experience preferred.
- Proven success in social media expansion.
- Experience interacting with association members.
- Bachelor's degree or equivalent related experience preferred.

Knowledge, Skills, and Abilities

- Strong verbal and presentation skills.
- Knowledge of the political process.
- Proficiency in Microsoft Office Suite.
- Ability to work independently and in groups.
- Willingness to learn the needs of our membership and an interest in our issue areas.

Additional Information

- Must have flexibility to attend organization events, including early morning and late evening meetings. Advanced notice is typically available.
- Send resume and letter of interest to GGoosman@accses.org. No calls please.
- Expected salary range is \$35,000-40,000 plus benefits.
- ACCSES is an EEOC compliant organization.