Job Title: Government Affairs & PAC Coordinator
Department: Government & Public Affairs
Reports To: Director of Government & Public Affairs
FLSA Status: Non-Exempt

Position Summary: The individual will develop and implement an annual PAC fundraising plan and administratively support the Director of Government & Public Affairs.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate TREPAC (and varying other task forces and committees as needed) activity including: monthly meetings, events and member programs.
- Coordinate and support the development of member-communication on behalf of the Government Affairs division of the Government & Public Affairs Department.
- Plan and coordinate details of large fundraising events.
- Develop and implement an annual TREPAC fundraising plan in accordance with the fiscal fundraising year of TREPAC.
- Administratively support the Director of Government & Public Affairs.

Competencies: To perform the job successfully, an individual should demonstrate the following.


Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.


Teamwork - Balances team and individual responsibilities. Contributes to building a positive team spirit. Exhibits objectivity and openness to others’ views. Gives and welcomes feedback. Puts success
of team above own interests.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**
Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**Language Ability:**
Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

**Mathematical Ability:**
Work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

**Reasoning Ability:**
Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**
Microsoft Office Suite, use of the internet and the ability to learn specialized software abilities.

**Certificates and Licenses:**
N/A

**Supervisory Responsibilities:** N/A

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**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.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature