



**ORGANIZATION:** Associated General Contractors (AGC), Houston Chapter

**JOB TITLE:** Government Affairs Administrator

**JOB DETAILS:** Full time, salaried position with benefits

**LOCATION:** Houston, Texas

#### **JOB SUMMARY**

- Coordinate the Chapter's advocacy efforts both locally and at the State level.
- Strengthen relationships with AGC Members and elected officials.
- Schedule meetings between AGC Members and elected officials.
- Responsible for follow up and initial analyzing of information obtained from members regarding legislative activities.
- Monitor and analyze legislation affecting the commercial construction industry.
- Analyze various reports and creatively present key points for public consumption.
- Work to increase contributions to the AGC Houston PAC and submit state reports.
- Coordinate and manage various chapter events to generate PAC and Advocacy Fund contributions.
- Help to ensure that AGC Houston's advocacy efforts are conveyed to AGC Members.
- Further develop and refine a plan to increase engagement/awareness in advocacy efforts by AGC Members.

***For more information and details regarding this position, please contact Kyle Holland ([kyle.h@agchouston.org](mailto:kyle.h@agchouston.org))***

*Since 1923, AGC Houston has been supporting the commercial construction industry in a 24-county area in and around the Greater Houston region. Throughout its rich history, the chapter has and continues to represent many of the finest contractors and the affiliate firms that support them.*

*AGC Houston membership is comprised of local and national companies – large and small – union and merit shop, general and specialty contractors, as well as suppliers and manufacturers and industry support firms. Whether it is educational, political, informational or just collegial, AGC works to keep its membership – and the industry as a whole – up to date on the important issues of the day.*

*Additionally, AGC Houston is proud to be affiliated at the national and state level by the Associated General Contractors of America (Washington, D.C.) and the Texas Building Branch (Austin, Texas). The relationship with these two organizations ensures that AGC members have a voice at all government levels.*