

CropLife America

Position Description

Position Title: Government Relations Coordinator

Department: Government Relations and Public Affairs

Reports to: Executive Vice President, Government Relations and Public Affairs

FLSA Status: Exempt

Prepared by: Beau Greenwood

Prepared Date: February 2019

Position Summary: The Government Relations Coordinator provides strategic support to the Government Relations (GR) team across the spectrum of the departments' activities. The chief responsibility is to serve the daily administrative needs of the department's EVP. General administrative support of the department is also required. The position will also coordinate the primary external coalitions led by the GR department in pursuit of industry association priorities.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Administrative Support

- Specific day-to-day executive support to the GR department EVP
- Administrative support to all professional staff of the GR department
- Performs office administration functions, including but not limited to:
 - Compiling reports, preparing agendas, and organizing background material for committee and/or Board meetings for the department
 - Facilitating committee and/or Board meetings for the department, including conference room reservations, catering, clean up, AV, serving as point person while meeting is in progress, etc.
 - Drafting and editing a variety of correspondence.
 - Answering phones and responding to inquiries.
 - Maintaining filing systems.
 - Screening and routing mail.
 - Making travel arrangements.
 - Processing all department invoices.
 - Maintaining calendars.
 - Preparing travel and expense reports.
- Assists managers on routine and special projects.

- Interacts effectively and professionally with all levels of membership and association staff and allies.
- Provides back up coverage to receptionist.

Coordinator

- Coordinate the association's engagement with the various external coalitions on behalf of the CLA GR department, as well as same with association standing committees.
- External relationships and internal operating committees are critical to CLA's success and require special attention to detail. Specific duties include:
 - Attend meetings as necessary.
 - Coordinate the preparation of agendas, briefing materials and minutes for coalition and committee meetings when necessary and/or required.
 - Function as coalition liaison between member companies and coalition members and support staff.
 - Manage necessary arrangements for coalition and committee meetings, rosters and document sharing.
 - Coordinate an informed approach to coalition and association meetings, projects and tasks by effectively liaising with the CLA Senior Management Team and other related departments of CLA.
- Ensure FEC compliance
 - Manage CLA member company contributions and political expenditures to ensure compliance with FEC and state regulations
 - Maintain proficiency with FEC requirements through regular professional training
 - Develop proficiency with PAC software and maintain close working relationship with CLA accounting department
- Support day-to-day operation of the CLPAC
 - Working with GR Team, implement PAC budgets and solicitation (internal)/disbursement (external) plans
 - Manage CLPAC receipts and disbursements
 - Oversee all record-keeping for the CLPAC
 - Coordinate political engagement for CLA executives and lobbyists
 - Coordinate political activities with CLA member companies, CLA consultants, and agriculture sector stakeholders and allies
 - Support the production and delivery of quarterly PAC newsletter to CLPAC contributors

Job Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill and ability required.

- Coalition and consensus building skills.
- Proficient in Microsoft Office Applications.
- Strong attention to detail in composing, typing and proofing materials.
- Ability to work in a fast-paced environment with demonstrated competence to juggle multiple competing tasks and demands as well as ability to establish priorities and meet deadlines.
- Must have the proven ability to handle sensitive and confidential situations.
- Excellent interpersonal, communication and organization skills.
- Demonstrated teamwork ability.
- Excellent demonstrated written and oral communication skills.

Education, Work Experience and/or Licensure

- Bachelor's Degree; 5+ years of related experience preferred.
- Background and familiarity with agricultural industry preferred.

Language Skills

- Must have strong command of the English language.

Physical Demands

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit for long periods of time, stand, travel up and down stairs, crouch, stoop and reach.
- Ability to lift up to 25 lbs.

Work Environment

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The position requires considerable concentration and creativity. It is subject to stress caused by a changing environment, tight deadlines and workload.
- The noise level in the work environment is usually quiet to moderate.
- This position requires attendance in the office during business hours.
- Travel required for this position is negligible.

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

Please sign and date below, indicating that you have reviewed and understand the information presented in this job description.

Signature

Date