

Public Policy and Strategic Communications Associate

The public policy and strategic communications associate works closely with the Associate Director and Senior Director for Public Policy and Strategic Communications, as well as other staff within the Marketing and Strategic Communications department to pursue a public policy and advocacy agenda that advances AGB's mission.

The associate provides organizational and administrative support for AGB's public policy and communications work, including public affairs and media relations activities, and other projects or programs, including but not limited to grant-funded initiatives and other special meetings. The position plays an important role in the effectiveness and efficiency of the department.

Duties

- Provide support for the Public Policy and Strategic Communications team to include scheduling, writing (e.g. drafting executive, public policy, and communications information and documents such as talking points, briefs, and blogs), working with senior fellows/consultants, AGB members, and members of the media.
- Provide support for special/ad-hoc initiatives and programs, to include scheduling, drafting content, program support, and outreach.
- Under the direction of the Associate Director and Senior Director, assist in responding to requests for AGB experts by members of the media and other key stakeholders.
- Initial review and analysis of federal and state policy/legislation to determine relevant items for tracking and/or response. Undertake background research on a broad range of issues when required.
- Assist with compiling daily higher education news clips for AGB staff members and track media mentions for the organization.
- Assist with tracking and responding to inquiries from media organizations, state legislators, governors' offices, state higher education agencies, and AGB members.
- Assist with department preparations for annual AGB programs such as the Foundation Leadership Forum and the National Conference on Trusteeship, among others.
- General administrative support to the department as required.
- As needed, attend meetings to provide on-site support.
- Serve as backup to AGB's receptionist on a rotating and as needed basis.
- Other duties as assigned.

Qualifications

- A bachelor's degree (preferred) or 3 years' equivalent work experience.
- Preference given to candidates with expressed interest and work experience in higher education, public policy, communications, public affairs, or associations.
- Ability to organize and prioritize multiple tasks with attention to detail.
- Strong verbal and written communication skills. Experience in writing for higher education leaders and members of the media is a plus.

- Proven ability to work independently, manage long-term projects and short-term tasks simultaneously, and meet multiple and competing deadlines.
- Exceptional customer service skills.
- Proficiency with MS Office suite; familiarity with data systems a plus.
- Willingness to learn web-based survey tools and web-based meeting applications.
- Comfortable working in a fast-paced environment.
- Ability to work effectively as part of a team.
- Self-starter and effective problem solver.
- Availability to travel in support of meetings as needed.

Please note this position description does not cover, contain, or list a full comprehensive listing of duties or responsibilities that are required of the employee in this role. Duties, responsibilities and activities may change at any time with or without notice.

AGB is an equal opportunity employer and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

To apply: *External applicants should email letter of interest that includes your experience relative to the position, and your salary requirements, along with resume to employment@agb.org. No phone calls, please.*