

Strategic Communications & Public Policy Associate

Responsibilities

The strategic communications and public policy associate works closely with the associate director as well as other staff within the marketing and strategic communications department to pursue a communications and policy/advocacy agenda that advances AGB's mission.

The associate provides organizational, administrative, and writing support for AGB's executive and public policy/advocacy communications, media relations, and other public policy/advocacy related efforts as needed. The position plays an important role in the effectiveness and efficiency of the department.

Duties

- Provide communications support to include scheduling, working with senior fellows/consultants, conducting media outreach, and drafting executive communications (written and talking points), press releases, public policy alerts, blogs, and social media, and other communications as assigned.
- 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, assist in responding to requests for AGB experts by members of the media, state legislators, higher education agencies and associations, and other key stakeholders.
- Review 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 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, including reconciling credit card statements, filing expense reports, taking meeting notes, etc.
- As needed, attend meetings to provide on-site support.
- 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, communications, public affairs, public policy, 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;
- 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.

This position description does not cover a full list of duties or responsibilities that may be required of the incumbent in this role. Duties, responsibilities and activities may change at any time with or without notice.

We are proud to be an equal opportunity workplace. Qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, gender, national origin, disability status, protected veteran status, or any other characteristic protected by law.

AGB offers a competitive salary along with great benefits that include medical and dental insurance, generous retirement plan and paid time off as well as telework options.

To apply: Applicants should email letter of interest that describes experience relative to the position, include salary requirements, and resume to employment@agb.org. No phone calls, please.