



Job Description – Associate, Industry Relations (Full-time; Permanent)

Job Purpose:	To provide logistical and administrative assistance for various initiatives and programs in the GBCA Industry Relations department. To serve as a resource to GBCA members on matters of labor, politics, or association relations.
Responsible to:	President, Vice President, and Director of Industry Relations
Internal Relationships:	Board of directors and stakeholders, executive management, GBCA employees
External Relationships:	General contractors, sub-contractors, suppliers, developers, vendors, industry partners, AGC of America, local, state, and federal elected officials and government agencies
Hours:	M-F, 8:30 AM to 5:00 PM
Location:	Philadelphia, PA (Center City)

Key Responsibilities and Accountabilities

The Industry Relations Associate will primarily support the various programs, projects, and initiatives that are managed by the Director of Industry Relations.

The Industry Relations Associate will provide administrative support for the Government Affairs committee, the Political Action committee, the Diversity Equity & Inclusion committee, and the Labor Policy Committee. Tasks may include, but are not limited to: survey creation/dissemination, preparation of meeting agendas and minutes, preparing/circulating supplemental materials, coordination of meeting location/date/time, maintaining committee member lists and updating database, preparing committee appointment letters, ordering catering, and communication with committee members as needed.

The Industry Relations Associate will provide event and meeting support as needed. Tasks may include, but are not limited to: coordinating event logistics, securing speakers, ordering catering, venue set-up/clean-up, coordinating with service providers including A/V, creating program materials and agendas, achieving attendance and revenue goals, budget tracking, monitoring registrations, and communicating with attendees.

Labor Relations Activities:

- Maintain the Association's labor relations information system, detailing significant events and corrective actions.
- Prepare reports such as reference documents and statistical data regarding labor legislation, labor market conditions, prevailing union and management practices, wage and salary surveys, and employee benefits programs.
- Research and report on national industry standards and norms found in collective bargaining agreements and regional wage rate settlements.

Government Relations Activities:

- Monitor legislative initiatives pending before the Pennsylvania legislature, Philadelphia City Council, and all other jurisdictions within the Commonwealth – also including New Jersey, Delaware, and Maryland -- where GBCA members are headquartered and/or conduct business.
- Prepare legislative reports as needed that track the status of pending legislation.
- File Political Action Committee activity reports as required.
- Assist in fundraising initiatives for the GBCA, GCAP or AGCA PACs.

Diversity, Equity, and Inclusion Activities:

- Research and report on DEI initiatives and activities regionally and around the country within the construction industry.
- Provide support for all DEI based training and activities including but not limited to: curating a monthly newsletter, providing regular content and updates for GBCA communication platforms, developing data points, analyzing data and developing regular reports to communicate progress towards established goals.

Additional duties or responsibilities, as assigned.

Knowledge, Skills, and Abilities

- Seeking someone highly organized, detail-oriented, and pro-active who can manage multiple projects and prioritize responsibilities. Good time management skills are required.
- Strong verbal and written communication skills.
- Strong computer skills required – intermediate or better knowledge of computers including MS Outlook, Word, Excel, and PowerPoint. Database utilization experience and high comfort with mobile applications are a plus.

- Demonstrated success in completing tasks and projects by establishing objectives, determining priorities, managing time, gaining the cooperation of others monitoring progress, problem-solving, and making adjustments to plans.
- Ability to work independently, anticipate needs, and work collaboratively, as needed.
- Professional and customer service-oriented individual with uncompromising ethics.
- Ability to engage and effectively communicate with various stakeholders in the public and private sectors.

Education and Experience Requirements

- Bachelor's degree with 2+ years of relevant work or internship experience.

Responsibilities and qualifications may change at any time, with or without notice.

Work Conditions/Physical Demands

The Industry Relations Associate works in a typical office environment. A typical workday will include, but not be limited to: walking around the office, sitting at a desk, using the computer, using office machines, and speaking on the phone. Periodically, the Associate will be required to attend GBCA events or related outside meetings/events on behalf of the GBCA. These meetings/events may take place outside of regular business hours and outside Center City Philadelphia.

We are an equal opportunity employer and all 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.

Application Instructions

Qualified candidates should submit the following, to the attention of Lance Claiborne, via email to lclaiborne@gbca.com:

1. Cover letter
2. Resume
3. Names/contact information for three professional references

Applications that fail to fulfill this requirement will not be considered.