



Associate, Government Affairs (Full-time)

Job Purpose:	Provides operational, logistical, and administrative assistance for GBCA advocacy efforts. Provides general office support as needed.
Responsible to:	Director of Government Affairs
Internal Relationships:	Board of Directors and stakeholders, executive management, internal department directors, and administrative staff
External Relationships:	General contractors, sub-contractors, construction suppliers & service providers, government officials, industry partners
Hours:	M-F, 8:30am to 5:00pm; occasional evening or weekend events
Location:	Philadelphia, PA (Center City)

Key Responsibilities and Accountabilities

The Government Affairs Associate will be responsible for assisting in legislative tracking, advocacy, PAC fundraising and collaboration efforts to achieve the organization's advocacy goals. Essential duties will include, but not be limited to the following:

- Monitor legislative initiatives pending before Philadelphia City Council, the Pennsylvania legislature, and all other jurisdictions within the Commonwealth – also including New Jersey, Delaware, and Maryland -- where GBCA members are headquartered and/or conduct business.
- Attend legislative hearings at Philadelphia City Hall and in Harrisburg, PA.
- Prepare legislative reports that track the status of pending legislation at the city and state levels of government.
- Assist the Director of Government Affairs in the preparation and coordination of all GBCA Government Affairs Committee and related task force meetings.
- Conduct fundraising initiatives for the GBCA PAC.
- Assist Director of Government Affairs in overall PAC strategy at the state and city levels.
- Assist the Director of Government Affairs in advocacy campaigns.
- Produce legislative summaries and advocacy research as needed.
- Manage the GBCA PAC and file campaign finance reports as required.
- Additional tasks or responsibilities may be assigned, as needed.



Knowledge, Skills, and Abilities

- Must be highly organized, detail-oriented, and analytical with a demonstrated ability to manage multiple projects and prioritize responsibilities.
- Strong time management skills are required. Demonstrated ability to meet internal and external deadlines
- Proficient computer skills (Microsoft Office applications, database applications, etc.)
- Ability to analyze and summarize data and information.
- Ability to collaborate as a team but also be a strong, independent team member
- Excellent written and oral communication skills
- Professional and customer service-oriented individual with uncompromising ethics.

Education and Experience Requirements

- Bachelor's degree
- 2+ years of relevant work experience

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

Work Conditions/Physical Demands

The Government Affairs 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 GBCA. These meetings/events may take place outside of regular business hours and outside Center City Philadelphia. The Associate will typically assist with the event set up and breakdown activities.

The Associate will work full-time onsite at the GBCA office, with the opportunity to expand to a hybrid work schedule after six months of employment.

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 Erin Dwyer Harvard via email to edwyer@gbca.com :

1. Cover letter
2. Resume