



# Job Description

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Job Title: Advocacy & Committee Coordinator  
Supervisor: President and CEO  
Classification: Full-Time, Salary, Exempt

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## **Position Description**

The Advocacy & Committee Coordinator position is responsible for leading the process of implementing and managing the Chamber's advocacy agenda and legislative priorities, assisting in communication efforts surrounding our positions, drafting resolutions and letters of support in cooperation with Chamber Leadership, and providing support for the operation of the Chamber's five committees including: Education & Workforce Development, Energy, Environment, & Natural Resources, Government Relations, Military Affairs, and Transportation Infrastructure.

## **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Assist Chamber Leadership in building, implementing, and managing the Chamber's advocacy agenda.
- Manage and track issue development for the Chamber and advise committees on issues affecting business.
- Provide guidance and/or research for Chamber Leadership, Committee's, and membership seeking assistance on issues, advocacy and/or communicating with elected and government officials.
- Serve as the primary staff for all advocacy meetings.
- Support Committee Chairs by sending out agendas, attending committee meetings, capturing actions, and assisting in the planning and execution of committee driven programs/events.
- Draft advocacy positions, supplemental information, and proposals related to legislative actions.
- Coordinate and seek out educational opportunities representing the interests of the business community at the federal, state and local levels.
- Assist Marketing & Communications Coordinator with external advocacy communications website, call-to-action alerts, and social media.
- Provide recommendations during the budget development phase to meet Advocacy needs.
- Work in cooperation with the Events & Programs Coordinator on functions related to advocacy efforts of the Chamber.

## **Work Environment & Physical Demands**

This job operates primarily in a climate controlled environment with minimal safety/health hazard potential. The office is professional environment with a dress code and expectation of professional behavior. Occasionally events/programs can include working outside. This position routinely uses standard office equipment such as computers, phones and photocopiers. Work requires ability to sit and/or stand for long periods of time, as well as frequent stooping, bending, and stretching and occasional lifting up to 40 pounds. Position requires ability to operate a keyboard (manual dexterity), ability to read from a monitor and/or paper for most of the day (visual acuity), and ability to communicate both in person and on the phone on a regular basis (hearing in normal range). Work can be demanding and stressful at times.

## **Position Type and Expected Hours of Work**

The Advocacy & Committee Coordinator is full-time, exempt position. Days and hours of work are typically Monday through Friday, 8:00 a.m. to 5:00 p.m. Meetings that start as early as 7:00 a.m., occur at least once a week, and there are occasional events that take place before/after normal business hours or weekends in

which staff is expected to work. Every attempt will be made to schedule those times with advance notice of at least three business days.

### **Travel**

Travel outside of the Fairbanks North Star Borough is estimated to be equal to or less than 10% of the time for this position.

### **Evaluation**

Annual written evaluation.

### **Qualifications**

**Education:** Bachelor's degree required. Five years equivalent work experience can be substituted

**Experience:** Previous relevant work experience of one year required. Previous relevant work experience of three years preferred. Relevant work experience includes legislative staff, advocacy-related position, or committee coordinator. Experience in tracking legislation on the Alaska State Legislature website (akleg.gov) preferred. Previous experience in marketing, social media and public relations preferred. Previous experience in additional programs such as QuickBooks, Google Docs, Survey Monkey, Constant Contact, ChamberMaster CRM software preferred.

**Knowledge:** Knowledge of Chamber mission, vision and purpose required.

**Skills:** Strong writing, editing, and communication skills required. Focused commitment on time management and balancing multiple priorities required. Proficient user of Microsoft Office applications including, Excel, Word, Outlook required. General office equipment (i.e. printer/scanner, multi-line phone system) skills are required.

**Abilities:** Ability to communicate in an effective, influential and concise manner. Ability to establish and maintain strong working relationships with internal and external partners. Ability to work effectively with Chamber staff and volunteer leadership. Ability and desire to research topics and deliver feedback and information to aid Chamber Leadership in making decisions. Ability to represent the Chamber in a professional and enthusiastic manner. Must be efficient, well-organized, able to work independently and sensitive to deadlines. Ability to manage multiple projects.

**Other:** Must have and maintain a valid driver's license, reliable transportation and proof of insurance.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

President/CEO Signature: \_\_\_\_\_

President/CEO Name: \_\_\_\_\_

\*Signing this description is an acknowledgment that you understand the duties and demands of this role and indicates your willingness to perform the duties as described and are accepting of the offer letter that accompanied this document.