Government & Military Affairs Fellow

Reports To: President & CEO
Status: Full-Time, 12-Week Military Spouse Fellowship

POSITION SUMMARY

The Government & Military Affairs Fellow supports the Greater Enid Chamber of Commerce's efforts to strengthen the relationship between Enid's business community, Vance Air Force Base, military families, community partners, and government at the local, state, and federal levels.

Working closely with the President & CEO, the Fellow will gain hands-on experience in military affairs, government relations, community engagement, research, advocacy support, and project management. Primary projects will include coordinating military-community recognition applications, supporting military spouse and family initiatives, assisting with Vance Air Force Base programs and major projects, and contributing to the Chamber's government affairs work based on the priorities and timing of the fellowship.

This 12-week fellowship is designed to provide a broad understanding of the Chamber's role in representing and connecting the business community across military, civic, and governmental relationships while producing meaningful work that advances Chamber priorities.

PRIMARY RESPONSIBILITIES

Military Recognition & Special Projects

- Coordinate research, documentation, and supporting materials for the Chamber's Altus Trophy application.
- Coordinate development of the Great American Defense Community application.
- Develop project timelines and track application requirements, deadlines, supporting documentation, and outstanding needs.
- Develop an organized archive of military-community accomplishments and supporting materials, including data, testimonials, photographs, program information, and other documentation from Chamber staff, Vance Air Force Base, businesses, community organizations, and other partners for future Chamber applications and initiatives.

Government Affairs & Advocacy Support

- Support the Chamber's government affairs activities at the local, state, and federal levels.

- Develop and maintain issue dossiers containing relevant legislation, background information, stakeholder perspectives, Chamber history, supporting data, and other materials needed for effective advocacy.
- Assist the President & CEO and appropriate Chamber committees with research and preparation related to the development of local, state, and federal legislative priorities and advocacy agendas, including background information, summaries, briefing materials, and other resources for Chamber leadership.
- Support preparation for meetings and engagement with elected officials, government agencies, community partners, and business leaders.
- Assist with planning and execution of Chamber government affairs programs, legislative events, advocacy trips, and other opportunities connecting Chamber members with government leaders.

Military Spouse & Family Engagement

- Support Chamber initiatives designed to strengthen connections between military spouses, Chamber members, community organizations, and available resources throughout the Enid community.
- Identify resources, businesses, organizations, employment connections, and community opportunities relevant to military spouses and families.
- Support initiatives serving families during military deployments and identify opportunities for the Chamber and business community to provide meaningful assistance.

Enid Military Discount Program

- Work with Chamber staff to review and update the Chamber's Military Discount Program and participating-business list, including verifying current discounts and program information as well as recruit additional discount list participants.
- Work with Chamber staff to improve awareness of the program among military personnel, spouses, and participating businesses.
- Recommend opportunities to improve the program's usefulness, visibility, and long-term administration.

Vance Air Force Base Engagement

- Support Chamber initiatives that strengthen relationships between Vance Air Force Base and the Enid community, including participating in appropriate meetings, programs, and activities between Vance Air Force Base and the Chamber.
- Assist with Student Pilot Day 0 introductions and other programs introducing incoming student pilots and their families to Enid, including building relationships with military spouses and connections to resources that help Vance personnel and families become engaged in the community.

2027 Vance Air Show

- Serve as a Chamber liaison in planning efforts for the 2027 Wings Over Enid Air Show, working with Vance Air Force Base personnel, Chamber leadership, businesses, and community partners.
- Support sponsorship development and coordination, including identifying potential business partners, organizing sponsorship information, and assisting with sponsor communication and fulfillment.
- Assist with community and business engagement related to the Air Show.
- Support planning for logistics involving Chamber responsibilities and community partners.
- Help coordinate information between Vance Air Force Base, Chamber staff, participating businesses, sponsors, and other partners as appropriate.

Enlisted Appreciation Night

- Support planning and preparation for the Chamber's annual Enlisted Appreciation Night.
- Assist with sponsor, donor, volunteer, and community partner coordination.
- Support event logistics, registration, communications, materials, and planning documentation.

Communications, Research & Documentation

- Identify and document stories demonstrating Enid's relationship with Vance Air Force Base and support for military personnel and families.
- Gather photographs, testimonials, statistics, research, and examples of military-community and government-business partnerships.
- Assist with military- and government-affairs content for Chamber communications, publications, presentations, reports, and recognition applications.

Chamber & Community Support

- Represent the Chamber professionally when interacting with military personnel, spouses, Chamber members, elected officials, government staff, community leaders, volunteers, and partner organizations.
- Participate in Chamber staff meetings and project planning as appropriate.
- Assist with Chamber programs and events as needed.
- Perform other related duties consistent with the purpose of the fellowship.

MINIMUM QUALIFICATIONS

- Military spouse with an interest in military affairs, government relations, public policy, community engagement, communications, project management, nonprofit management, business, public relations, or a related field.
- Strong written and verbal communication skills.
- Strong research, organization, and attention-to-detail skills.

- Ability to independently manage projects, deadlines, research, and multiple sources of information while contributing effectively as part of a small team.
- Comfortable communicating professionally with military leaders, elected officials and government staff, business professionals, community organizations, volunteers, and military families.
- Experience with Microsoft Office and Canva preferred.
- Ability to maintain professionalism and appropriate discretion when working with military, governmental, business, and community partners.

PHYSICAL REQUIREMENTS

- Lift and carry up to 30 pounds.
- Work occasional evenings and weekends.
- Valid driver's license and reliable transportation.

FELLOWSHIP OUTCOMES

By the conclusion of the 12-week fellowship, the Government & Military Affairs Fellow will have gained meaningful professional experience in project management, government and military affairs, and community engagement. The Fellow will have contributed to active Chamber priorities while developing experience in research, relationship building, coordination, and working with business, military, government, and community partners.

The Fellow will also document project progress, key resources, recommendations, and sustainable processes to support continuity and allow Chamber staff to effectively continue priority initiatives following completion of the fellowship.