

Position Title: Government Relations Associate

Position Purpose: Develop and implement public policy/advocacy relationships, in part through active lobbying efforts and frequent presentations, to support the organization in meeting established goals and objectives

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	Serve as a compelling and articulate spokesperson representing the interests of Career Technical Education and NASDCTEc's policy positions and priorities, including active lobbying of these positions and delivering presentations to various audiences
	Actively identify, cultivate and maintain advocacy relationships and alliances with appropriate representatives from Congress, the Administration, associations, partner organizations, and business champions to support NASDCTEc in meeting established
	organizational goals and objectives Implement public policy and advocacy efforts with regard to legislation and appropriations, including drafting of position statements, priorities, and legislative language, and ensure member awareness/engagement and visibility for NASDCTEc efforts.
	Coordinate with the Research and Policy Manager to produce newsletters, blog updates, research briefs, legislative briefing papers, analyses, etc. to ensure the NASDCTEc membership is up-to-date on relevant research that impacts or effects Career Technical Education, including supporting committee and board requests
	Develop and manage a partner database that will allow the organization to track relationships with key partners
	Respond to member requests for policy and research to be conducted, monitor the development and the analysis of policy and research, and provide summaries as requested Attend and support NASDCTEc committee meetings and conferences
	Develop an ongoing understanding of the Career Technical Education environment and the role of NASDCTEC/NCTEF in serving the Career Technical Education community
	Ensure all work is aligned to the NASDCTEc brand and meets established style guidelines
	Other duties as assigned
Quali	fications:
	Required: Bachelor's degree with focus on public policy or equivalent experience plus three years of related experience in advocacy, policy development or legislative analysis. Relevant Master's degree or J.D. a plus.
	Required: Strong interest in education, particularly Career Technical Education. Required: Excellent public speaking skills and experience lobbying, preferably for education issues.

	Strong knowledge of the federal legislative and budget process, and the federal regulation
	processes
	Ability to develop and maintain positive relationships with a wide variety of people, including but not limited to, board members, staff, government officials, state directors, key stakeholders,
	community partners, media
	Ability to think and write critically, use good problem solving judgment, take complex ideas and present them in a style for a laypersons understanding
	Ability to work independently, accurately and meet deadlines; simultaneously manage multiple projects/tasks
	Excellent English language oral and written communication skills, proficiency in spelling, punctuation, citations, footnoting, grammar and content; skilled report preparation and
_	presentation in a style appropriate to the audience
	Excellent organizational skills
	Handle confidential and sensitive information with discretion
	Knowledgeable of standard office equipment such as personal computer, laser printer,
	typewriter, copy machine, telephone, calculator, fax machine, scanner, projector, etc.;
	including proficiency with computer software programs, such as Word, Excel, PowerPoint
	Hold a valid driver's license within the commuting areas, have access to a reliable car with
	current insurance or access to a reliable/flexible transportation source

Supervision Received: The Government Relations Associate works under the direction of the Research and Policy Manager.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift, carry, pull and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

How to Apply: Please submit a cover letter, a resume, two writing samples, a list of professional references and salary history/requirements to <u>careers@careertech.org</u>. Application deadline is **Thursday, July 25, 2013**.

About NASDCTEC

The National Association of State Directors of Career Technical Education Consortium (NASDCTEC) was established in 1920 to represent the state and territory heads of secondary, postsecondary and adult career technical education (CTE) across the nation. NASDCTEc, through leadership, advocacy and partnerships, aims to support an innovative CTE system that prepares individuals to succeed in education and their careers, and poises the United States to flourish in a global, dynamic economy. For more information, see www.careertech.org