

  
**STATE DIRECTORS**  
National Association of State Directors  
of Career Technical Education Consortium

**Position Title:** Government Relations Associate

**Position Purpose:** Develop public policy advocacy relationships that support the organization in meeting established goals and objectives

**Primary Responsibilities:**

- Actively cultivate and maintain advocacy relationships/ form alliances appropriate representatives from Congress, the Administration, associations and partner organizations to support NASDCTEc in meeting established organizational goals and objectives within lobbying rules and regulations
- Serve as a compelling and articulate spokesperson representing the interests of Career Technical Education and NASDCTEc's positions and priorities
- Identify CTE congressional and business champions and develop those relationships so that Career Technical Education has vocal and visible champions
- Develop and manage a partner database that will allow the organization to track relationships with key partners
- Monitor and track federal and state legislation and initiatives impacting Career Technical Education
- Implement public policy and advocacy efforts with regard to legislation and appropriations, including drafting of position statements, priorities, legislative language and active lobbying of these positions to promote NASDCTEc's priorities
- Implement a strategic and innovative advocacy plan to successfully advance NASDCTEc's legislative priorities and ensure member awareness/engagement and visibility for NASDCTEc efforts.
- Track regulatory and/or legislative proceedings and other public policy venues for pertinent information regarding Career Technical Education
- 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
- 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
- Attend and support NASDCTEc committees 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
- Frequently travel, staying within established spending guidelines, and be requested to work flexible hours in response to legislative requests and actions; as well as, attend conferences and board meetings in the early morning hours or late evenings
- Other duties as assigned

**Qualifications:**

- Bachelor's degree with focus on public policy or equivalent experience plus three years of related experience in advocacy, policy development or legislative analysis
- 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 work independently, accurately and meet deadlines; simultaneously manage multiple projects/tasks
- Ability to think critically, use good problem solving judgment, take complex ideas and present them in a style for a laypersons understanding
- Knowledge of the field of education, lobbying, federal legislative and budget process, and the federal regulation processes
- Excellent English language oral and written communication skills, proficiency in spelling, punctuation, citations, footnoting, grammar and content; skilled report preparation and public speaking with 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 [careers@careertech.org](mailto:careers@careertech.org). Application deadline is **Tuesday, May 28, 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](http://www.careertech.org)