Job Title: Federal Relations Assistant - CFR  
Location: Corporate-Washington, DC  
Reports To: Deputy Vice President for FR and Counsel for Policy and FR Officer  
FLSA: Non-Exempt  

SUMMARY: The Federal Relations Assistant provides general administrative support for multiple members of the AAU staff. Serves as the front line contact to screen and handle high level inquiries, as well as phone, email, and mail requests, as appropriate. Communicates extensively with internal and external colleagues and maintains a high level of customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned to meet business needs.

- Screens telephone calls and meeting requests, handles routine inquiries independently with personal knowledge of supervisors’ activities.
- Schedules meetings, telephone calls, conference calls, webinars, and working meals as necessary for supervisors; creates agendas, participates in meetings and takes notes, and ensures follow-up is completed as needed.
- Schedules meetings on Capitol Hill and elsewhere with AAU staff and constituent members, uses AAU’s online reservation system to schedule meetings in AAU’s conference room(s). Anticipates schedule conflicts, preparation and travel time, and other similar events which might impact schedule.
- Drafts, prepares and distributes correspondence and documents on behalf of supervisors, including creating initial drafts, proofing, editing, formatting, and working with mass emailing software (Exact Target).
- Uses knowledge of AAU practices and priorities to proactively respond to daily issues and requests; provides organizational support related to daily workflow and determining action items and priorities. Utilizes AAU’s tracking system (ToDoist) to ensure tasks are documented and tracked, to provide status updates to supervisors, and to ensure tasks are completed in a timely fashion.
- Maintains, updates and tracks records in AAU’s database (Association Management System), retrieves and relays information from database, provides materials to and maintains committee, task force, and listserv lists, records member and staff interactions with congressional offices.
- Tracks and distributes listings of Congressional hearings and markups, as well as other briefings and events related to AAU’s efforts, maintains master list of legislative activities, calendars, and projects on behalf of the federal relations team.
- Uploads supervisors’ content to the AAU website and contributes on special projects.
- Administers all travel and prepares itineraries, prepares expense reports and reimbursement forms in accordance with AAU policies and procedures, organizes and maintains paper and computer files.
- Fills in for other Administrative Assistants as necessary.
- Performs other duties as assigned.

COMMITTEES AND CONSTITUENT GROUP MANAGEMENT

- **Council on Federal Relations (CFR)**
  - Acts as liaison between campus federal relations officers and the AAU FR, Policy, and PA Departments.
  - Provides logistical support, gathers content, and disseminates meeting materials for monthly CFR meetings and occasional webinars.
  - As necessary, secures appointments for the FR staff with congressional staff, Members of Congress, federal agency officials, and/or outside advocacy coalitions/groups.
  - Provides materials to and maintains membership lists of federal relations task forces and working groups.
  - Coordinates and assists with CFR Steering Committee calls and in-person meetings.
  - Assists federal relations members to coordinate ad hoc meetings with the CFR group.
  - CFR Annual Conference – works with the Deputy Vice President for FR, Federal Relations Officer, other AAU staff, CFR Steering Committee, and CFR Task Force leads on program content and procurement of speakers, in addition to providing on-site support for AAU staff and the CFR. Assists Director of Meetings on-site with logistics as necessary.

- **General Counsels Committee**
  - Schedules, coordinates, and executes GC Committee calls and meetings, and provides on-site coordination and support as needed.
  - Coordinates with the Meeting Manager for logistics in advance of the in-person meeting.

QUALIFICATIONS/REQUIREMENTS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Superior organization and prioritization skills; advanced writing and editing skills; varies writing style as needed.
- Resourcefulness and ability to work proactively - thinking ahead in regards to the calendar.

Federal Relations Assistant  
Updated: Feb 2019
• Flexibility and willingness to work in situations of flux; must adapt to changes in the work environment; managing competing demands; able to deal with frequent changes; ability to work in a fast turn-around environment; demonstrates willingness and ability to work alone and on a team.
• Ability to communicate effectively with staff as well as external members.
• Works with integrity and ethically; must follow AAU's policies and procedures; is consistently at work and on time; ensures work responsibilities are covered when absent.
• Willingness to take ownership for wide-ranging responsibilities; demonstrates accuracy and thoroughness; looks for ways to improve and monitors own work to ensure quality.
• Must have a working knowledge and display an advanced level of skill in the Microsoft Office suite 2010 or later.
• Experience working with Office 365, SharePoint, association management systems, mass email systems, and website content management systems is preferred.

EDUCATION AND TRAINING/EXPERIENCE: College degree preferred; 1-3 years of administrative support and or federal relations work.

OCCASIONAL TRAVEL IS REQUIRED