

California Trucking Association- Government Affairs Associate

ABOUT THE POSITION

Reporting to the Senior Vice President of Government Affairs, the Government Affairs Associate will be responsible for legislative and regulatory tracking, assisting the Government Affairs Department with advocacy, member case work, grassroots organizing, and other duties as directed. Fulfilling these roles will require strong communications and administrative skills.

JOB RESPONSIBILITIES

Member Case Work. Responsible for researching and addressing member inquiries on regulatory and compliance issues. This could include but is not limited to, safety, labor, environmental, taxation and day to day trucking industry issues.

Staff Support for Meetings. Provide staff support and scheduling for Government Affairs meetings, including local, state and federal policymaker meetings, CTA member policy committees, member conferences, and lobby days.

Communication. Work with Government Affairs team to provide internal communication to CTA members on legislative, regulatory and compliance issues.

Grassroots Engagement. Assist with member grassroots organizing, including advocacy campaigns, State and Federal lobby days and engagement with policymakers. Duties include scheduling, drafting and disseminating e-mail campaigns, developing strategies and executing strategies to drive member participation at legislative and regulatory hearings, scheduling, and other staff support as needed.

Legislative and Regulatory Tracking. Track and analyze legislation and regulation. Research and draft analyses for internal and external purposes.

CARGO PAC Administrative Support- Draft agendas, board minutes and send calendar invites to CARGO PAC Board members for CARGO PAC Board meetings

Other duties as assigned.

QUALIFICATIONS

Required Qualifications:

- 3+ years of experience in the transportation industry or legislative office
- Excellent communications skills, both oral and written
- Strong organizational and project management skills in a fast-paced environment
- Capacity to prioritize, work as part of a team, be flexible, and meet deadlines
- Adept at communications using digital technologies and social media
- Ability to work independently and as part of a team
- Detail-oriented
- Personable, good sense of humor

Preferred Qualifications:

- Prior experience with customer service, member services, or client services
- Prior experience with conference and event management
- Web site or HTML expertise a plus.
- Desktop publishing or graphic design skills a plus.

COMPENSATION

Salary range: \$50,000 - \$60,000, DOE. This is a full-time, 40 hours/week position. Benefits package includes health insurance, employer retirement contributions and vacation package.

You can email your resume to Eric Sauer at esauer@caltrux.org