

PENNSYLVANIA COMMISSION FOR COMMUNITY COLLEGES
JOB DESCRIPTION

Position: Director of Government Relations
Date: November 1, 2022
Location: Pennsylvania Commission for Community Colleges
Exemption Status: Exempt
Supervisor: President & CEO

Purpose: Working under the supervision of, and reporting to, the President & CEO, the Director of Government Relations is responsible for advocating the PACCC public policy agenda at the state level and influencing decision makers to promote the best interest of community colleges, community college students and community college employees.

Duties

Cultivate relationships with Members of the Pennsylvania General Assembly to promote and advance the Commission's state policy agenda.

Monitor the Pennsylvania General Assembly, including but not limited to, researching, identifying, and tracking legislation.

Lead development of bill analyses, including implementation of a procedure to gather input on legislative proposals from member colleges.

Attend and report on meetings of the education and appropriations committees and other legislative committees as needed.

Provide support for the community college caucus.

Develop and administer a student advocacy program in support of community colleges in collaboration with Government Relations Affinity Group.

Develop a trustee advocacy program in support of community colleges in collaboration with Government Relations Affinity Group.

Maintain a database of Members of the Pennsylvania General Assembly, their college affiliation, and key staff members.

Serve as staff liaison for the PACCC Government Relations Affinity Group, including agenda development, meeting support and professional development. Provide updates to PACCC Government Relations Affinity group as needed.

Collaborate with PACCC lobbyist.

Coordinate with Director of Communications and the PR/Communications Affinity Group as needed.

Assist in the preparation of the Commission's annual state budget request and policy agenda.

Assist in the development of content including, but not limited to, editorials, letters to the editor, blog posts, newsletters and other communications.

Establish and maintain professional relationships with partners and stakeholders to include, but not limited to, other postsecondary association and institutional government relations professionals.

Develop an evaluation system for assessing Commission advocacy efforts.

Collaborate with other PACCC and college staff on projects.

Attend meetings as a representative of the President/CEO when necessary.

Stay informed of higher education issues at the federal level through AACC & ACCT and support President/CEO as needed on federal advocacy.

Performs other duties as assigned.

Qualifications

A commitment to the mission of public higher education, community colleges, and the achievement of equitable outcomes in student success and college credential attainment.

Bachelor's degree required; master's preferred in public policy, public administration, political science, or a related field.

A minimum of three years of professional experience in governmental relations in an educational institution, government agency, General Assembly, or related nonprofit agency.

Understanding of Pennsylvania politics and legislative processes.

General knowledge of education/higher education policy and the budget process in Pennsylvania.

Proficiency with Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint.

Ability to read, understand and analyze:

- Pennsylvania Public School Code
- Bills and amendments filed in the Pennsylvania General Assembly, including the General Appropriations Act.

Superior organizational skills.

Excellent written and verbal communication skills to effectively interact with community college leadership, elected and appointed governmental officials, and other key stakeholders.

Ability to work both independently with minimal supervision and in a group setting.

Ability to work under changing priorities and manage multiple tasks and deadlines.

Ability to work unpredictable hours when necessary.