|  |  |
| --- | --- |
| **POSITION TITLE** | Government Relations Associate |
| **DEPARTMENT** | Government Relations |
| **STATUS** | Non-Exempt |
| **REPORTS TO** | Government Relations Practice Group Director |
| **DATE** | February 1, 2019 |

**POSITION SUMMARY**

Stinson Leonard Street LLP is looking for a highly skilled and self-motivated professional to hire as a Government Relations Associate. The position is full time.

This entry level position will report directly to the Government Relations Practice Group Director and participate as an integral member of our team. This position requires a high level of interaction with clients, legislators and staff members of the Minnesota legislature and many state government agencies.  Responsibilities include all aspects of direct contract lobbying in a law firm setting.

This position does not have supervisory responsibilities.

**EDUCATION AND EXPERIENCE**

* Bachelor's degree required.
* Experience with the Minnesota legislature or other relevant bodies required.
* Political experience, judgment, and discretion, including an understanding of lobbying, legislative committee process and procedures preferred.

**POSITION COMPETENCIES**

* Strong verbal and written communication skills.
* Self-motivated with excellent organizational skills and attention to detail.
* Highly professional with a strong customer service orientation, commitment to meeting deadlines, and ability to multitask in a fast-paced and dynamic environment.
* Strong professional, independent thinking skills with strength in problem solving and the ability to offer constructive opinions and creative solutions.
* A team player who motivates and educates other team members.
* Regular and predictable attendance is an essential function of the position.

**POSITION RESPONSIBILITIES**

|  |  |  |
| --- | --- | --- |
| **RESPONSIBILITY** | **DESCRIPTION** | **TIME SPENT** |
| Administration | * Establish and maintain effective working relationships with clients, members of the Minnesota legislature and their staff, state executive and agency personnel, and coalition partners.
* Draft timely client updates, legislative summaries, fact sheets, newsletters and alerts.
* Monitor and report on legislative committee activities and hearings.
* Assist our Government Relations Directors in organizing lobbying activities during legislative sessions and the interim.
* Attend meetings and events on behalf of our government relations team when needed.
* Assist in research and writing assignments on a variety of client-related topics and issues.
* Work with our Government Relations Directors to represent clients in meetings with legislative staff, executive officials and numerous advocacy organizations. Responsible for coordinating staff/client meetings.
* Coordinate and track legislation that impacts clients.
* Assist firm clients in the administration of association activities.
* Administer the firm’s political action committee.
* Administer lobbyist and lobbyist principal campaign finance board reports and coordinating client communications efforts such as news alerts and newsletters.
* Monitor and provide coverage of activities at the Minnesota Legislature by attending hearings at the State Capitol; tracking legislation; reporting current events to the government relations team and writing brief updates.
 | 100% |
|  | * Travel requirements are negligible.
 |  |
|  | * Perform other duties as assigned.
 |  |

Please submit your resume and one writing sample electronically to Suzanna Kennedy at Suzanna.kennedy@stinson.com.   If you have any questions, please contact Jeremy Estenson at Jeremy.estenson@stinson.com.