

Deputy Director of Legislative Affairs

Qualifications:

- J.D., Master's degree or equivalent experience
- Legislative background preferred
- Good written and verbal communications skills
- Excellent interpersonal skills
- Availability for some evening and weekend work and occasional travel

Position Summary:

The Deputy Director of Legislative Affairs is responsible for reviewing and tracking legislation, and for keeping PBA committees and sections informed of developments in the legislature that may fall within their areas of interest. This individual covers relevant public hearings and committee meetings in the legislature, monitors session activity, and represents the PBA at legislative fundraisers. The Deputy Director will also represent the Legislative Department at various PBA meetings and events and work cooperatively with other PBA departments to achieve established legislative goals.

Responsibilities:

In addition to performing any duties that may be assigned by the Director of Legislative Affairs, the Deputy Director of Legislative Affairs shall:

- Participate in regular meetings of PBA committees and sections to keep them informed of pending legislation, public hearings, committee meetings and other matters of interest in the General Assembly.
- Review and refer legislation to committees and sections for further review, as appropriate.
- Assist the Director of Legislative Affairs with developing and implementing advocacy strategies to advance the legislative positions of the PBA.
- Assist assigned committees and sections in developing legislation.
- Provide administrative support to the Statutory Law Committee and the PAC Board of Directors.
- Monitor non-priority bills for emerging issues of PBA interest.
- Draft legislative articles for PBA publications, as requested.
- Maintain accurate records of lobbying activity and PAC contributions for reporting as required by law and be responsible for filing such reports.
- Maintain lists of House and Senate leadership, members, and key staff of relevant committees.
- Develop and maintain a general knowledge of PBA activities and be ready to provide exceptional customer service to all PBA members.