



Government Affairs Specialist Job Description

The Orange County Business Council (OCBC) is seeking a Government Affairs Specialist to support their advocacy and legislative efforts. This role involves tracking policies, engaging with stakeholders, and assisting with the Government Affairs communications and events.

This position reports directly to OCBC's Government Affairs Manager and Vice President of Government Affairs. In order to apply, please submit a cover letter and resume to Amanda Walsh, awalsh@ocbc.org, by August 16th at 5:00 p.m.

Qualifications:

- Senior in college studying or recent graduate with a degree in political science, public policy, communications, or a related field
- Strong written and verbal communication skills
- Interest in legislative processes and public policy
- Proficiency in Microsoft Office Suite, particularly Excel
- Ability to manage multiple tasks and deadlines effectively
- Enthusiasm for engaging with stakeholders and participating in meetings and events

Hourly Rate:

- \$22-25 per hour with a max of 30 hours per week

Duties/Responsibilities

Legislative and Advocacy Tasks

- Draft letters supporting and opposing policies and legislation at the local, state, and federal levels.
- Track legislation and research policy issues pertaining to housing, infrastructure, energy/environment, workforce and labor policy, healthcare, economic development and other areas of importance to the business community.
- Maintain OCBC's legislative matrix in Excel and update bill position status in Capitol Track
- Support OCBC's Government Affairs department in communicating positions to legislative offices.
- Prepare and/or deliver written or oral testimony to local governing bodies and regulatory agencies to support OCBC investors' needs or advance OCBC policy priorities.

- Review Orange County Board of Supervisors and City Council agendas for items relevant to OCBC.
- Update and maintain databases for federal, state and local legislative contacts.
- Assist with the management of coalitions, including a coalition of regional business organizations from across the state.
- Engage with local chambers of commerce in Orange County by participating at Government Affairs committee meetings, sharing relevant position letters, and other duties.

Committee Tasks

- Support OCBC's Government Affairs Committee by sending speaker invitations and coordinating logistics, preparing meeting agendas, materials and notes, and participating in meetings
- Assist with Zoom and audio and visual administration for Government Affairs Committee meetings
- Assist the Vice President of Business Initiatives with Economic Development, Workforce, Housing, and Infrastructure Committee meetings as needed.

Communications and Events Tasks

- Draft advocacy-related communications and legislative updates for social media and OCBC's electronic newsletter and contribute to other media as necessary.
- Contribute advocacy, government affairs, and policy-related information to OCBC's investor relations materials and research publications.
- Support the preparation of Turning Red Tape into Red Carpet nomination materials, selection committee review materials, communications collateral, and other coordination related to the awards program and event reception.
- Send speaker invitations, coordinate logistics, prepare event agenda, and assist with event script for our annual Sacramento Advocacy Trip

Miscellaneous

- Represent OCBC at regular meetings including but not limited to, business industry "Monday morning" calls, CalChamber calls, ACC-OC, OCCOG, League of CA Cities – Orange County, Homebuilder Alliance, BizFed, SCAG, and others.
- Aid other departments (events, communications, economic development/business initiatives, investor relations) as needed.
- Other duties as assigned by the Government Affairs Manager, Vice President of Government Affairs, or OCBC senior staff.