

NC REALTORS® Job Description

Updated December 20, 2018

Title of Position: Government Affairs Assistant

Department: Government Affairs

Location: NC REALTORS® Raleigh office

Supervisor's Title: Political Communications and Regulatory Affairs Director

Nature of Position:

Provide professional service, support, and assistance to all NC REALTORS® Government Affairs Department programs, including but not limited to lobbying efforts, NC REALTORS® PAC operations, communications, and member engagement. The position is intended to become a generalist within the Department, able to adapt to changing member needs and staff responsibilities.

Government Affairs Assistant's Duties:

Administrative Support

- Responsible for basic office administration including but not limited to office supply management and restocking, coordination of equipment maintenance, office mailings, invoice management.
- Assist in the preparation for committee meetings and statewide meetings/events.
- Assist with the planning and execution of office staff appreciation activities.
- Assist with staff expense tracking and reporting.

Communications

- Maintain association's media contact list. Manage distribution of media advisories and replies.
- Assist in drafting of correspondence with legislators and members. Manage RSVPs for events.
- Monitor NC REALTORS® Government Affairs social media accounts. Produce content for platforms and post with supervisor approval.
- Compile daily media clips of interest to Department, Association, or industry.
- Assist in content development for member engagement activities, including weekly newsletter, Calls for Action, and other reports.
- Assist in the drafting of applications on behalf of the Association or constituent local associations for grants offered by the National Association of REALTORS®.

Lobbying Support

- Assist in the management of the Association's legislative tracking software, including producing reports and managing bill listings.
- As directed, monitor legislative committee and regulatory board meetings. Provide comprehensive information about the meeting's activities for Association lobbyists.
- Conduct research on various policy matters, including but not limited to land use, environmental, tax, and real estate issues.
- Assist in the development of talking points for use by lobbyists and members related to legislative priorities and pending legislation.

NC REALTORS® PAC

- Manage correspondence related to contribution refunds.
- Assist in the management of funding requests for local association events or candidate funding.
- Support NC REALTORS® PAC fundraising efforts through assistance with solicitation mailings, fundraising events, and contribution collection from local associations.
- Assist in data collection and management related to investments/investors.

Other duties as assigned by supervisor.

Background Requirements

Education: A bachelor's degree from a four-year institution is required.

Professional Skills: Political savvy and basic knowledge of the political process a must. Experience with NC campaigns and/or politics preferred, but not required. Experience with real estate industries helpful, but not required. Personal organizational skills, ability to meet deadlines and work with limited supervision. Dedication to customer service, problem resolution and working together as a team to achieve goals and objectives. Excellent written and verbal communication skills required, as well as basic Microsoft office skills required.

Relevant Experience: A minimum of two years professional experience, preferably in political campaigns or government affairs.