



GOVERNMENT AFFAIRS ASSISTANT

COLUMBUS OFFICE

Position Description:

This position is for a go-getter, eager to learn the best ways to make government work for clients and move up in their career, and wants to make a difference. The position entails supporting account managers in researching, writing and organizing legislative materials (white papers, testimony, letters and policy proposals), scheduling meetings with legislative offices and agencies, attending events and hearings, preparing clients for government interactions, and performing related tasks in a fast-paced government affairs office.

The ideal candidate has had some experience in the Ohio Statehouse or campaign, is self-motivated and can work alone, but is also a team player and collaborates well with colleagues. Previous experience in solving problems, planning strategies or events, developing advocacy campaigns, and/or working with agencies is a bonus. Most of the work will entail federal lobbying, but sometimes the position may entail some state work and grants research.

A strong work ethic, professionalism, ability to take initiative, excellent communications skills, and attention to detail are required while a sense of humor is welcomed. This position is designed for growth – we want everyone to soar on our team!

G2G Background:

G2G provides government affairs services for businesses and non-profits – taking all actions necessary to go from Government to Growth. G2G was founded by an attorney with two decades of experience in government affairs from serving as Legislative Director for Members of Congress on Capitol Hill, political campaign organizer and lobbyist. She has built a team of bipartisan professionals on the federal, state and local levels of government with a proven track record in delivering quantifiable results that meet clients' needs. G2G has offices on Capitol Hill in Washington, D.C., Columbus and Cleveland, OH, and Fairfax, VA. With our experience in running government affairs operations for many start-up companies, institutions, non-profit organizations and national associations, we work with numerous public officials in Congress and agencies to maximize government opportunities for growth.

How to Apply:

Please submit your resume, cover letter and salary requirements to aharless@G2Gconsulting.com with subject line "Columbus GA Assistant" - please no calls.

