

OHIO'S ELECTRIC COOPERATIVES

Your Touchstone Energy® Cooperatives 

Program Administrator – Government Affairs

The Program Administrator will provide high-level support for Government Affairs and Economic Development programs, initiatives, and events; assist in the coordination of efforts across departments; support the team in building relationships with stakeholders; and assist with reporting activities and communications with distribution cooperatives.

Essential Duties and Responsibilities

- Assist in all aspects of administrative support for Ohio's Electric Cooperatives' Government Affairs and Economic Development programs and staff.
- Coordinates logistics and materials for Government Affairs and Economic Development events and projects, including state and federal legislative conferences, key account events, and political action committee (PAC) functions.
- Actively promotes the PAC program among employees of Ohio's Electric Cooperatives, Buckeye Power, and our member systems,
- Manages department PAC functions including contribution processing, database maintenance, and promoting the program
- Supports Government Affairs department with event scheduling and logistics, travel, and meeting coordination.
- Assists with preparation of communication summaries on Government Affairs events, updates, and accomplishments.
- Support PAC maintenance and program activities as directed, to grow the public policy and economic development team's capacity and reach.
- Monitors state and federal legislative activity on priority issues, conducts basic online research and gathers data related to advocacy priorities or other matters.
- Promote an organizational culture that values trust, commitment to the mission, integrity, and professional and organizational growth.
- Assists state lobbying reporting.
- Other duties as assigned.

Qualifications

Education: Bachelor's degree required. Relevant job experience may be substituted for education requirement.

Licenses and Certifications: Valid Ohio Driver's License

Experience:

- 2-5 years of related experience.
- Experience working with state or federal public policy, political action committees, grassroots advocacy, and economic development preferred.
- Working knowledge of the electric utility public policy is a plus

Abilities & Skills Required:

- Excellent oral and written communication skills.
- Proven ability to work independently and creatively, meet deadlines, and handle sensitive information.
- Solid organizational skills and high-level proficiency with MS Office products.
- Strong interpersonal skills are required for effective collaboration with cooperative leaders, elected officials and staff, and economic development professionals.
- A team-oriented attitude and strong cross-functional collaboration skills.
- A positive approach to collaborative work environment, flexibility, and confidentiality.
- Ability for some in-state travel.

Physical Requirements

Frequent: Sedentary work, often standing or sitting for prolonged periods, close visual acuity, work with a computer, keyboard, communicate with others.

Periodic: Lift objects of nominal weight.

Work Environment

Travel approximately 40% of workdays, both within and out-of-state, including some occasional overnight stays. Work outside normal schedule is required as needed.

To [apply and submit your resume](http://www.ohioec.org/careers), visit www.ohioec.org/careers