



POSITION DESCRIPTION

POSITION TITLE	Administrative Assistant – Governmental Relations
REPORTS TO	Executive Director of Governmental Relations
DEPARTMENT	Governmental Relations

POSITION SUMMARY:

As the Administrative Assistant, Governmental Relations you will provide daily support and assistance to the Governmental Relations Department. You will work across a broad range of activities including but not limited to scheduling appointments, travel, managing high-priority workflows, management reporting, lobby reporting, committee logistics and other assigned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Primary responsibility is to provide administrative support to the Executive Director, Senior Director, Director and Local Affairs positions including but not limited to cross-team coordination, call and meeting scheduling with internal and external parties, policy and process documentation and management, committee logistics and coordination of all applicable travel arrangements.
- Prepare all lobby reports and 15-day reporting to the Wisconsin Ethics Commission on bills, topics and rules on behalf of registered lobbyists.
- Monitor the progress of legislation and rulemaking, including preparing and updating legislative tracking memos as directed by the Executive Director.
- Monitor news reports, legislative proposals in circulation for sponsorship and administrative rule changes for any items of interest or concern based on WFBF state policy.
- Monitoring key committee hearing schedules and updating Lobby Team as needed.



- Support event coordination including contract management, registration and event sponsorship with WFBF members, external consultants, stakeholders, speakers and trade organizations.
- Ability to utilize and leverage technology in order to perform responsibilities, including a commitment to maintaining electronic records and other digital mediums.
- Maintain data consistency and accuracy.
- Track outstanding tasks, projects, and initiatives.
- Assist in the preparation of Policy Pulse, issue briefings, fact sheets, presentations, talking points, biographical summaries.
- Support external meetings and/or event preparation including tracking participation, coordinating necessary technical needs, ordering food, set-up and cleanup.
- Willingness to assist with general office responsibilities.
- Assume other duties as requested by the Executive Director of Governmental Relations.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES:

- Qualified candidates will have a minimum of a high school diploma with experience in an office environment. Agricultural and/or legislative background is not required but is highly recommended.
- Must possess fluent written and verbal communications skills, with high attention to grammar and written presentation.
- Must be familiar with office programs such as Microsoft Word, Power Point and Excel.
- Strong critical thinking skills, organization skills, attention to detail and ability to take initiative are a must.
- Has a strong sense of urgency and the ability to manage competing priorities and projects simultaneously.
- Has strong interpersonal skills and is comfortable speaking up in group settings.
- Thrives in a fast-paced environment with hard deadlines.
- Must be comfortable interacting with members, executives, legislative officials and other high-ranking officials. Must demonstrate sound judgement and discretion.



- High-level of personal integrity and professionalism. Discretion when working with sensitive company and personal information. Must maintain high degree of confidentiality at all times.

REQUIRED EDUCATION AND EXPERIENCE:

- Completion of High School
- Prior experience performing administrative duties and understanding of governmental processes preferred.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.