

### **JOB DESCRIPTION: Public Affairs Specialist**

We are looking for a new addition to our dynamic Public Affairs department. This is a full-time entry-level role with administrative responsibilities. Our public affairs team assists members with civic advocacy issues and works with our public affairs committee and board of directors on major initiatives that affect all members. Our team must be confident in dealing with public officials at all levels.

Strong, effective communication skills are a must, both written and verbal. Moreover, as a member organization the selected candidate must start and end every day, every engagement, thinking about how this affects our members and how best we should represent their needs.

Advocacy experience is desired, but not required. However, what is required is a strong interest to learn and to represent 1,700+ members/affiliates on issues of importance to the business community.

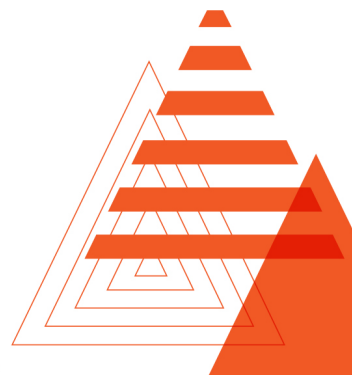
Our team engages in issues across the twin cities region and regularly interacts with public officials.

#### **Project work includes:**

- Researching background information for projects
- Data entry and updating resource materials
- Scheduling meetings with public officials at the state and local levels
- Monitoring proposed city, county, and state legislation/ordinances and administrative actions

#### **Desirable skills:**

- Strong interest in politics, policy and advocacy
- Excellent written/verbal communication skills, including responsible social media engagement
- Strong work ethic
- Must be highly organized with diligent follow up process even when faced with multiple priorities
- High comfort level with working independently and finding internal motivation



# ST PAUL

## AREA CHAMBER

401 N Robert Street, Suite 150  
St. Paul, MN 55101

[stpaulchamber.com](http://stpaulchamber.com)

MAKING CONNECTIONS THAT COUNT

This is a full-time position. We are open to hiring a person with less experience but abundant talent and ability, and training to specific skills as needed.

**Salary Range:** \$40-50k

**Benefits:**

401(k), Flexible schedule, Flexible spending account, Health insurance, Health savings account, Life insurance, Paid time off

The St. Paul Area Chamber is dedicated to diversity in the workplace and our policy is to provide equal employment opportunities to all qualified persons without regard to race, age, color, sex, religion, national origin, disability, veteran status, sexual orientation, gender identity and/or expression or other status protected by law.

