

COOPERATIVE NETWORK POSITION DESCRIPTION

POSITION TITLE: Government Affairs Assistant

REPORTS TO: President & CEO

IMMEDIATE SUPERVISOR: Senior Government Affairs Director

FLSA STATUS: Non-Exempt

Primary Position Function

The Government Affairs Assistant works under the supervision of and provides assistance to the Senior Government Affairs Director.

Responsibilities

- Assists with legislative engagement on issues of importance to cooperatives.
- Engages with association members and prospective members to assess legislative and policy needs and concerns.
- Provides research and communication on legislative and industry issues.
- Represents Cooperative Network at member events, legislative hearings and other public forums.
- Provides other association support activities as directed.

Job Criteria and Knowledge

Understanding and appreciation of the cooperative business model, government affairs and legislative process is required. Must be organized, present a professional image, and proficient in the Microsoft Office Suite.

Skills and Abilities

Ability to work well under pressure and in a fast-paced environment by effectively participating, cooperating, and communicating with others. Must understand the need for timeliness and accuracy. Must be highly organized. Excellent grammatical, spelling, punctuation, and writing skills are essential. Ability to work effectively and independently with various levels of employees within member systems and with industry and community leaders. Ability to represent Cooperative Network effectively in a variety of settings and with diverse audiences. Must be willing to accept new/challenging responsibilities as requested.

Environment/Working Conditions.

Part-time position requiring 24 hours per week on a flexible schedule with occasional evening and/or weekend events. Occasional travel within and outside of Minnesota may be required to attend meetings and/or interact with cooperative leaders, boards and committees, and related entities.

Principal office location is St. Paul, Minnesota. Incumbent will work in a general office environment.

This position description is intended to provide only basic guidelines for meeting job requirements. Responsibilities and job criteria may change as needs evolve.