

COOPERATIVE NETWORK POSITION DESCRIPTION

POSITION TITLE: Government Affairs Coordinator

REPORTS TO: President & CEO

IMMEDIATE SUPERVISOR: Senior Government Affairs Director

FLSA STATUS: Exempt

Primary Position Function

The Government Affairs Coordinator works under the direction of the Senior Government Affairs Director with the day to day government relations functions of Cooperative Network.

Responsibilities

- Directly lobby the legislature and actively engage with state departments and agencies to advance the interests of Cooperative Network and members. Government relations activity includes all policy areas related to Cooperative Network. Work with and maintain close communication and cooperation with Cooperative Network's lobbyists. Maintain the consistent Cooperative Network brand messaging, while implementing details of legislative strategy.
- Assist in developing government relations short term strategic planning and agendas, including recommending rapid strategic changes as needed. Monitor and review key state and federal legislation, rules, notices of hearings and other political developments relevant to Cooperative Network and its members.
- Under the direction of the Senior Government Affairs Director, participate in planning and implementing Cooperative Day at the Capitol in Wisconsin and Minnesota, along with similar events and activities.
- Prepare position white papers and educate Cooperative Network staff on key legislative issues impacting the organization and its members.
- Provide information on legislation, policies and other issues of importance for inclusion in Cooperative Network communications and reports.

- Research proposed legislation, rules and/or programs to ensure that Cooperative Network's positions are aligned with member's views and priorities. Communicate these positions to legislators, stakeholders and the general public.
- Participates in planning and monitoring of the Wisconsin Political Action Committee (PAC), process PAC and conduit contributions, and prepare state required lobbying reports for both the PAC and conduit accounts.
- Engages with association members and prospective members to assess legislative and policy needs and concerns.
- Represents Cooperative Network at member events, committee meetings, resolution sessions, legislative hearings and public forums.
- Provides other association support activities as directed.

Job Criteria and Knowledge

A minimum of a bachelor's degree in political science, public relations, business, economics or related field from an accredited college or university, or equivalent work experience. A minimum of three years' experience in the legislative field, with an employment history demonstrating increasing responsibility. Knowledge of legislative, regulatory and administrative processes is necessary. Understanding and appreciation of the cooperative business model and experience working with member-owned cooperatives is desirable.

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 in a team environment by effectively participating, cooperating and communicating with others. Ability to work effectively and independently with various levels of employees within member systems and with industry leaders, community leaders, and legislative representatives. Ability to represent the association effectively in a variety of settings and with diverse audiences. Ability to analyze and interpret complex legislation, rules, and regulations, and other documents. Ability to persuade and negotiate with various governmental officials and other individuals in adverse situations. Strong oral and written communication skills. Ability to work well under pressure. Ability to exercise discretion, maintain confidentiality, and use sound judgment. Ability to respond effectively to sensitive inquiries or complaints. Strategic problem analysis and problem resolutions skills. Honesty and high ethical standards are a must. Must

be eager, energetic and self-motivated, including an ability to be flexible, and invested in the success of all of Cooperative Network. Must be willing to accept new/challenging responsibilities as requested.

Environment/Working Conditions.

Full-time position with occasional evening and/or weekend events. Occasional travel within and outside of Wisconsin may be required to attend meetings and/or interact with cooperative leaders, boards and committees, and related entities.

Principal office location is Madison, Wisconsin. Occasional work from Cooperative Network's St. Paul, MN office is required. Incumbent will work in a general office environment.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

This position description is intended to provide only basic guidelines for meeting job requirements. To successfully perform this job, the individual must be able to perform each essential job responsibility satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential job responsibilities. Responsibilities and job criteria may change as needs evolve.