



Job Title: Government Affairs Coordinator
Department: Government Affairs
Reports To: Deputy Director of Government Affairs
FLSA Status: Non-Exempt

Position Summary: The individual will advance the advocacy goals of the Austin Board of REALTORS® by coordinating advocacy events and meetings, monitoring local policy issues, conducting research and evaluation, collaborating on policy and legislative issues, and supporting the Government Affairs Department in achieving departmental goals.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Serve as liaison to the Legislative Management Team (and varying other task forces and committees, as needed).
- Coordinate committee activities such as meeting maintenance, agendas, minutes, and member-wide programs and events.
- Coordinate and support ABoR Policy Teams and the Policy Ambassadors Program to advance ABoR Advocacy.
- Coordinate and execute advocacy events, in collaboration with the volunteers and within appropriate budgetary guidelines.
- Plan and execute of ABoR's role in REALTOR Day at the Capitol and City Hall Visits.
- Assist in the coordination and execution of candidate interviews and endorsement program.
- Assist with scheduling, planning, and covering meetings with elected officials and governmental entities.
- Represent ABoR positions to elected officials, stakeholder groups, and public hearings as assigned.
- Collaborate with the Deputy Director of Government Affairs on policy and legislative issues.
- Proactively monitor municipal and county agendas and other developing local policy issues.
- Research, evaluate, develop findings, and draft content for member communications on proposed legislation as assigned.
- Coordinate and support the development of member communication on behalf of the Government Affairs Department.
- Collaborate with colleagues, both in the Government Affairs Department and across the organization, to support and execute member engagement activities including, but not limited to, events and meetings.
- Collaborate with Government Affairs colleagues from other associations regarding the regional scope and expansion of advocacy programs.
- Cultivate and maintain relationships with members, staff from other associations, community members, and staff in governmental entities to support the advancement of ABoR Advocacy.
- Administratively support the Government Affairs Department.

Competencies: To perform the job successfully, an individual should demonstrate the following.

Customer Service - Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Cultural Awareness- The capacity to recognize and value diversity as strengthening aspect of the workplace, to be willing to explore self-assessment, with positive intent manage the dynamics of difference, acquire and practice cultural knowledge and adapt to diversity and the cultural contexts of the communities one works and serves in.

Commitment to Excellence- Must demonstrate a commitment to quality by taking pride in your work and strive to deliver the best possible results. Actively looks for opportunities to improve the way you work, generate ideas for streamlining processes and consistently working to produce the best work product.

Adaptive to Change/Flexible (general)- Commits to drive change initiatives, receptive to frequent change occurring within the workplace. Exhibits an openness to different and new ways of doing things. Consistent willingness to modify one's preferred way of doing things for the greater good of the organization. Able to see the value and merit of perspectives other than own and can accept consensus without creating negative internal narratives. Demonstrates openness to organizational improvements to include but not limited to: organizational structures, systems, procedures, and technology. Quickly able to adapt to a different strategy and "fail fast" when an initially selected one isn't effective. Ability to modify a maintain a strongly held position in the face of contrary evidence.

Adaptive and Change Management/Flexible (leaders)- Ability to streamlining services, adjust budgets, reposition team roles to improve performance. Consistently drive change initiatives by being receptive and open to frequent change occurring within the workplace. Demonstrates strong people skills and define and articulate a clear direction for employees and customer (if applicable) understand. Consistent willingness to modify one's preferred way of doing things for the greater good of the organization. Able to see the value and merit of perspectives other than own and can accept consensus without creating negative internal narratives. Demonstrates openness to organizational improvements to include but not limited to: organizational structures, systems, procedures, and technology. Quickly able to adapt to a different strategy and "fail fast" when an initially selected one isn't effective. Ability to modify a maintain a strongly held position in the face of contrary evidence.

Attention to Communication- Ability to convey information cross functionally and to ensure that information is passed on to others who should be kept informed. Consistently ensures that others directly involved in a work project, initiative or effort are kept informed about changes, modifications, developments, and deliverables. Committed to sharing important information in a timely manner and as appropriate. Leverages multiple channels or modes of communicate important information (example: phone, text systems, memos, newsletters, meetings, electronic mail).

Managing Competing Priorities-Ability to reprioritize tasks and projects, maintain and/or negotiate deadlines when needed. that works for both of you. Ability to reprioritize often and consistently affirm and oversee current priorities and adjust when the priorities shift, ideally while maintaining professional working relationships.

Detail oriented – Must have strong attention to detail and be able to prioritize and manage multiple tasks simultaneously.

Cost Consciousness - Works within approved budget. Conserves organizational resources.

Project Management - Coordinates projects. Communicates changes and progress. Completes projects on time and budget.

Dependability - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance. Takes responsibility for own actions.

Planning & Organization - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

Innovation - Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas. Presents ideas and information in a manner that gets others' attention.

Quality – Fosters quality focus in others. Improves processes. Measures key outcomes. Sets clear quality requirements. Solicits and applies customer feedback.

Use of Technology - Adapts to new technologies. Demonstrates required skills. Keeps technical skills up to date. Troubleshoots technological problems. Uses technology to increase productivity.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

Mathematical Ability:

Work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability:

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Microsoft Office Suite, use of the internet and the ability to learn specialized software abilities.

Certificates and Licenses:

None

Supervisory Responsibilities: None

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk; sit and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date