

Government Relations Coordinator

Public Strategies Washington (PSW) is seeking candidates for a Government Relations Coordinator position. PSW Coordinators provide legislative, political, research, and administrative assistance on a diverse array of projects. Coordinators undertake independent research assignments with minimal supervision, draft summaries of issues and assist with preparation of publications, talking points and briefings.

The annual salary range is \$40,000-\$50,000, commensurate with experience, and includes healthcare and benefits.

Principal Duties and Responsibilities

- Provide support and assistance to Principals and Directors on a variety of client-facing projects.
- Produce summary memos of hearings, panels, webinars, and conference calls.
- Prepare briefing materials for Principals, clients, and government-facing meetings.
- Track legislation and other developments in a wide range of issue areas.
- Serve as the primary point of contact for outside communications, including managing vendor relationships and leading the transition to the new office space.
- Monitor press related to client concerns.
- Support and attend PSW hosted events with clients and Members of Congress.
- Other administrative support as needed.

Requirements

This is an entry-level position that will also provide candidates with substantial experience in all facets of a government relations firm. A bachelor's degree is required. Previous internship experience on Capitol Hill or in the private sector is preferred. Coordinators must have a demonstrated interest in politics and a broad range of business-related issues.

Coordinators must have outstanding written and oral communications skills. Must have the ability to research issues, analyze information and write clearly without supervision. Thorough knowledge of library and online research resources and capacity to conduct legislative research is a must. Excellent interpersonal, verbal, and organizational skills are also required, as well as ability to take initiative and work in a fast-paced environment. Coordinators must have the ability to manage multiple projects simultaneously.

How to Apply

Interested candidates should send a brief cover letter and resume to Angela at asmith@psw-inc.com, subject line: Government Relations Coordinator. We strongly encourage candidates with diverse backgrounds to apply.

About PSW

PSW is a nationally respected, democratic-led government relations firm that designs and executes plans to help clients navigate the federal policy-making process. PSW is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind in the hiring process based on race, color, sex, religion, sexual orientation, national origin, disability, pregnancy, or any other protected characteristics as outlined by federal and DC laws.

PSW is currently a remote workplace, notwithstanding client meetings or other periodic events where in-person attendance is called for. Our return-to-office plan, utilizing a hybrid work schedule, will be implemented on April 1, 2022. It is our expectation that our employees be fully vaccinated and reside in the National Capital Region, with the ability to work on-site as needed.