**HACU**

**Job Description**

**Job Title:** Government Relations Coordinator

**Department:** Government Relations

**Reports To**: Interim Chief Advocacy Officer

**FLSA Status:** Exempt

**Prepared Date:** 11-7-19

**Summary:** The incumbent works in close collaboration with the Interim Chief Advocacy Officer in developing and advancing HACU's legislative affairs and relations with Congress, the Administration and federal agencies. She/he supports the coordination of legislative relations and activities and works in collaboration with other HACU staff to enhance relationships with government agencies, policy centers, Hispanic and other minority organizations and higher education associations. The incumbent is essential to successfully plan and execute the 2020 Capitol Forum, manage the Capitol Forum mobile app, develop expertise in all of HACU’s advocacy platforms, and support HACU’s ongoing advocacy efforts, including HACU’s priorities: co-managing the Higher Education Act reauthorization process, contributing to the intense advocacy efforts in support of passage of the FUTURE Act, and co-managing ongoing advocacy efforts for the HERE Act and the Capitol Financing program for HSIs, two legislative initiatives for which HACU has sole leadership responsibility. **NOTE: This is a temporary position, with a start date of January 2020 and an end date of September 2020/**

**Essential Duties and Responsibilities** include the following. (Other duties may be assigned by HACU management.)

Taking a leadership role in the planning and coordination of HACU’s Annual Capitol Forum in Washington, DC.

Taking a leadership role in structuring and updating HACU’s Advocacy Center (hacuadvocates.net), a policy-based website, and the advocacy mobile app.

Contributing to the planning, organizing, and coordinating HACU's legislative strategies and activities with the U.S. Congress and federal agencies to advance HACU's corresponding goals and objectives.

Working closely with federal agencies in identifying resources for Hispanic-Serving Institutions (HSIs) and in transmitting this information to HSIs in a timely fashion.

Assisting in communicating with and engaging HSI presidents and other key institutional officials in interactions with Congress to advance the HACU Legislative Agenda and other bills and/or regulations that have the potential of impacting on HSIs or Hispanic higher education.

Assisting in arranging and facilitating congressional testimony, meetings, and other contacts with members of Congress and senior federal officials by HACU’s President and President/CEOs of HACU-member institutions.

Contributing to the monitoring, tracking and analyzing legislative bills and proposals to ensure that the interests and institutional needs of HACU-member institutions are properly represented.

Drafting and preparing documents and correspondence related to congressional and administrative relations and legislation for HACU’s senior management.

Writing, publishing and disseminating legislative alerts, announcements, briefs and e-newsletters for timely distribution to membership and other target groups as directed.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**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 and/or Experience**

Bachelor’s degree required and experience in federal relations and policy analysis, preferably in higher education or education-related issues. Knowledge and familiarity with federal legislative and appropriations processes.

**Language Skills**

Exceptional interpersonal skills, excellent oral and written communication skills and Spanish language proficiency highly desired. Ability to read, analyzes, and interpret common business, governmental and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information in written reports and in verbal presentations to top management, federal agencies/departments, public groups, higher education organizations, members of the business community, members of Hispanic organizations, and/or governing board of directors.

**Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**

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

**Other Skills and Abilities**

Proficiency with computers (e.g. word processing, database use, internet research) and familiarity with educational issues affecting Hispanic students and HSIs.

**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.

**Work Environment**

The work environment characteristics are mainly held in an office setting with little to moderate noise level. Work week Monday through Friday with some weekend work or nights during heavy periods of legislation time or other events like the annual conference. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.,