

## GOVERNMENT AFFAIRS POLICY & RESEARCH ANALYST

### *Job Description*

#### About the State Chamber of Oklahoma

The mission of the State Chamber of Oklahoma is to ensure policy makers hear the voice of business before casting a vote, writing regulations or making executive decisions. We deliver a credible statewide voice at the capitol, in the regulatory arena and the courts, yielding results for our members.

As a private, membership-based advocacy organization, the State Chamber speaks for approximately 4,300 members representing 270,000 employees.

#### Position Overview

The State Chamber Policy & Research Analyst will serve as a public policy and research specialist on the Government Affairs team of the State Chamber of Oklahoma and to the State Chamber Research Foundation. The position will be responsible for providing accurate and timely information to help educate the business community, state officials and the State Chamber staff on a variety of public policy issues.

This position is a full-time position and will maintain a 40-hour work week. The job is based in Oklahoma City, Oklahoma.

**Reports to:** Senior Vice President of Government Affairs

**Division:** Government Affairs

#### Principal Duties and Responsibilities

##### Research

- Study assigned policy areas and develop research, materials, and content
- Conducts all research for assigned policy areas to formulate adequate materials for lobbying team and the State Chamber Research Foundation
- Develop content and materials for assigned policy areas to support the State Chamber's legislative agenda and the State Chamber Research Foundation
- Support the government affairs and communications department, as well as the State Chamber Research Foundation, with policy information to be used in editorials, articles, statements, and internal and external publications
- With assistance from the lobbying team, create and maintain issue briefs on evergreen policy issues for external use
- Help lobbyists create "If Asked" internal policy documents
- Monitor administrative rules of assigned state agencies and provide summaries of actions by state agencies
- Attend state agency meetings, as assigned
- Attend scheduled meetings and record minutes for assigned policy areas
- Prepare meeting materials and presentations, as requested

##### Legislative Session Support

- Responsible for compiling comprehensive digital tracking list for Legislative Affairs weekly meetings
- Responsible for collecting weekly priority bills and topics from lobbyists and creating presentation, as well as handout, for Legislative Affairs weekly meetings
- Support staff during weekly Legislative Affairs meetings

## Database Management

- Maintain accurate and current elected official information in database programs

## General Office Support

- May serve as communications liaison for department, as necessary
- Provide other general support to the Government Affairs Department, as necessary
- Support other State Chamber department staff, as needed, including but not limited to event preparation prior to and during events

## Required Skills and Experience

- Bachelor's degree required
- Candidates pursuing a graduate degree or those with graduate degrees highly preferred
- Graduate or law students encouraged to apply (Flexible scheduling can be provided, when appropriate)
- Preferred candidate has at least one-year experience from previous government affairs or research employment or internship
- Strong writing skills required (At least two writing samples required)
- Ability to meet deadlines in a fast-paced environment
- Working knowledge of the public policy process in Oklahoma
- Ability to handle multiple tasks in a competent and professional manner
- Strong organizational and time management skills a necessity
- Ability to communicate with internal staff, as well as with external partners of the State Chamber

## Physical Requirements

- Work may require the occasional pushing, pulling or carrying of 20-pound objects, such as files and documents
- Work will involve sitting, standing and walking
- Some local travel will be required

*Compensation and benefits will be commensurate based on selected candidate's experience.*

*This position will have no supervisory responsibilities.*

*All persons have the opportunity to be considered for employment without regard to their race color religion or creed, sex, age, national origin or ancestry, citizenship, veteran status, physical or mental disability, genetic predisposition or carrier status, marital status, sexual orientation, or any other personal characteristic protected by federal, state or local law.*

**If you are interested in applying for this position, please submit your resume and one writing sample to Emily Crouch at [ecrouch@okstatechamber.com](mailto:ecrouch@okstatechamber.com).**

