

SOCMA POSITION DESCRIPTION

<u>Position:</u>	Manager, Government Relations
<u>Reports To:</u>	Vice President, Legal & Government Relations
<u>Department/Unit:</u>	Government Relations
<u>FLSA Status:</u>	Full time
<u>Date:</u>	July 2022

POSITION SUMMARY:

Assist with management of legislative and regulatory issues related to environment with additional efforts on worker health and safety, international and other policy matters impacting the specialty chemical industry. Working to support the Vice President of Legal and Government Relations in policy efforts and member support.

This position will help SOCMA committees, develop materials for lobbying efforts as well as informative materials for SOCMA members including blog posts, one-pagers, guidance documents, articles etc. It will also assist in the development of presentations and other speaking engagements.

Additionally, this position will be a member facing position with significant one-off member assistance. The position also includes close collaboration with other departments on marketing, communications, and events/programming.

DUTIES AND RESPONSIBILITIES:

- Analyzing regulations and legislation and developing support material
- Working with federal agencies on the evolution of existing programs and rulemakings (specifically, working with EPA)
- Supporting task forces and committees of SOCMA members
- Drafting white papers, comments, one-pagers, member alerts etc.
- Cross collaborating internally with other departments
- Support members on regulatory compliance issues
- Representing SOCMA in coalitions with outside organizations
- Contributing to content development for programing and events
- Helping in membership growth
- Contributing to development of the government relations strategic plan
- Supporting the development and implementation of new processes to streamline both GR and organizational efforts
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Experience working on EPA or environmental regulatory matters
 - TSCA experience a plus
- Strong communication skills (both internal and external) – written and verbal
- Self-motivated problem solver
- Ability to work collaboratively especially in hybrid work environment
- Strong understanding of legislative and regulatory processes
- Experience with coalition work (large and small)

EDUCATION AND EXPERIENCE:

- Bachelor's degree in government, public policy or related experience.
- Trade association experience preferred
- Minimum of three to five (3-5) years' experience preferably with a trade association, public affairs, government relations firm, or Congressional Office.

WORKING CONDITIONS:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- The worker is subject to both environmental conditions: Activities occur inside and outside.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Reaching: Extending hand(s) and arm(s) in any direction.

PHYSICAL REQUIREMENTS

- Supplemental Information to Assist Organizations In Their Compliance with the Americans with Disabilities Act (ADA)
- <http://www.niqca.org/documents/ADAPhysicalRequirementsChecklist.pdf>
- Standing: Remaining upright on the feet, particularly for sustained periods of time.
- Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.

APPLICATION PROCESS:

Interested candidates should submit a cover letter, resume, and salary requirements to the attention of:

Human Resources
1400 Crystal Drive, Suite 630
Arlington, VA 22202

Email: jobs@socma.org