



PUBLIC POLICY ADVISOR
POSITION DESCRIPTION

April 12, 2018

The Firm is currently recruiting for a Public Policy Advisor to be resident in our Washington, DC office. The Public Policy Advisor will work primarily with Mr. Robert Odawi Porter and Mr. Todd Bertson. Communication with other Firm personnel and people outside of the Firm will be required to accomplish the duties of the position.

Responsibilities

- Assist with federal government relations representation on issues relating to American Indian and Alaska Native affairs, Fisheries and Natural Resources, Telecommunications and Transportation and other matters relating to the Congress, White House and Executive Branch.
- Lobby, communicate and interface with federal government elected officials, appointees and staff.
- Conduct legislative and/or fact research and compile summaries of information for internal and/or client consumption;
- Assist with the monitoring and reporting of legislative, regulatory, industry and/or client based areas of interest;
- Develop and implement processes to set up timelines and checklists;
- Manage calendars, filing deadlines, multiple steps for applications and compliance filings; and
- Other duties as may be assigned to fully meet the requirements of the position.

Experience & Qualifications

- Bachelor's Degree required;
- Prior experience as Congressional staff is desirable, but not required;

CAPITOL HILL POLICY GROUP
PUBLIC POLICY ADVISOR POSITION DESCRIPTION

- Prior experience (1-5 years) working with businesses and organizations focused on natural resources, telecommunications, or related issues.
- Professional demeanor and strong verbal, written, time management, organizational and interpersonal skills are essential;
- Strong sense of good judgment and independence
- Well-developed analytical, research and problem-solving skills;
- Capacity to handle multiple assignments and meet deadlines with precision and attention to detail;
- Proficient in MS Office Suite and related applications.
- National travel as needed.

The Firm offers a competitive salary and benefits package. Interested applications should send by email a cover letter, a resume, and a 100-word statement of interest to:

Recruitment Committee
Capitol Hill Policy Group LLC
1111 19th Street, N.W.
Suite 1100
Washington, D.C. 20036
steve@capitolhillpolicygroup.com

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ABOUT THE CAPITOL HILL POLICY GROUP LLC

The Capitol Hill Policy Group is a bipartisan federal government relations firm that provides advice and advocacy on a wide range of issues before Congress, the White House and Executive branch agencies. Our principals have broad public affairs expertise with emphasis on Commerce and Economic Development, Fisheries, Indian Gaming, Infrastructure, Tax Policy, Telecommunications, Transportation, American Indian and Alaska Native Affairs. We work collaboratively with our clients to develop winning strategies and aggressively engage with federal officials to pursue desired outcomes.

For more information, see www.capitolhillpolicygroup.com.

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The Capitol Hill Policy Group LLC is an equal opportunity employer.