



## GRACE & MCEWAN

### **Lobby Assistant Description**

Grace & McEwan Consulting is a government relations consulting firm, providing services in the lobbying, public policy, procurement, and regulatory arenas. Grace & McEwan Consulting's office in Austin is seeking applicants for a full-time Lobby Assistant position. Please note that the position is session only, beginning on December 1<sup>st</sup>, 2022, and ending mid-June.

### **Overview:**

The Lobby Assistant will support team members of Grace & McEwan Consulting and its affiliates with predominately administrative support along with some functions related to government relations and public policy.

### **Responsibilities:**

- Provide administrative support
- Maintain calendars of Grace & McEwan leadership team members
- Schedule meetings
- Attend and summarize legislative and agency hearings
- Track legislation, resolutions and ordinances of relevance using specialized software
- Assemble and organize presentations and information packets
- Draft documents as requested
- Assist with the organization, planning and execution of events planned and/or sponsored by Grace & McEwan Consulting and its affiliates
- Coordinate deliveries to elected officials and staff
- Other duties as assigned

### **Experience and Qualifications:**

- Superb organizational skills and ability to multitask
- Attention to detail
- Ability to meet tight deadlines
- Ability to work independently
- Deep knowledge of the legislative process
- Excellent writing and verbal skills
- Strong interpersonal skills
- Flexibility to work remotely or in an office environment
- Proficient in Microsoft Office Suite, Telicon and TLO
- Flexibility in schedule



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**Compensation**

- Salary commensurate with experience

**How to Apply:**

Please send a cover letter, resume, and writing sample by email to: [andrea@gracemcewan.com](mailto:andrea@gracemcewan.com)