GRACE & MCEWAN

Lobby Assistant

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 Lobby Assistant. Please note this is a full-time position.

Overview:

The Lobby Assistant will support team members of Grace & McEwan Consulting and its affiliates with predominantly 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
- Conduct research
- 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
- Adaptability utilizing AI tools to improve workflow (Claude, US Lege AI)
- 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