

Location

Austin, TX

Organization

Texas Land Title Association

Position

Government Affairs Coordinator

Job Description

The Texas Land Title Association (TLTA), a statewide trade association based in Austin, seeks an organized and enthusiastic candidate for the position of Government Affairs Coordinator. Reporting to and working directly with the Vice President of Government Affairs and Counsel, this position will play an important role in the administration of our regulatory and legislative advocacy functions. This is an ideal position for someone interested in government relations and politics and who also possesses strong organizational, communication and customer service skills, and is looking for an opportunity to work in a positive and professional team environment.

Key Responsibilities

- Manages state Political Action Committee (PAC), including the functions of the Board of Trustees, all annual fundraising activities, and all reporting and compliance requirements.
- Provides legislative support through bill monitoring as well as tracking of relevant interim issues.
- Assists with administration of all regulatory activities at the Texas Department of Insurance and other relevant regulatory bodies.
- Assists with the tracking of relevant federal issues.
- Conducts legislative and regulatory research as assigned, providing written reports and updates on relevant developments.
- Assists with management of regulatory, legislative and judiciary committees, including scheduling meetings, preparing agendas and helping facilitate committee work.
- Manages grassroots activities including the local legislative liaison program and Day at the Capitol.
- Assists with government affairs inquiries, ensuring timely and accurate information is provided.
- Ensures that all relevant government affairs issues are placed on the TLTA website in a well-organized fashion.
- Maintains government relations filing system.

Requirements

Qualifications for the position include:

- Bachelor's degree. Political science or similar degree preferred.
- Government affairs experience preferred.
- Basic understanding of and interest in legislative and regulatory processes.
- Experience or familiarity with political action committees, fundraising and campaign finance regulations a plus.
- Excellent research and analytical skills, with the ability to quickly synthesize complex information.
- Strong communication skills, both written and verbal.
- Highly organized and detailed oriented and able to juggle a variety of projects and tasks simultaneously in a fast-paced environment.
- Proficient with technology and a variety of software programs.
- Excellent interpersonal and customer service skills.
- Enjoys teamwork and works well independently.
- Interested in learning and expanding knowledge and skills.

Salary/Benefits

- Competitive salary dependent on experience and qualifications.
- Comprehensive benefits include access to a health insurance plan with significant company contribution and a 401K retirement plan with a strong company match.
- Generous Paid time off and paid holidays.
- Hybrid environment: Monday-Thursday in office, Friday remote optional.
- Ongoing professional development sponsored by employer.
- Company sponsored Texas Society of Association Executives membership and other job-related membership opportunities.
- Regular staff outings and team-building gatherings.
- Use of downtown Austin office building amenities including parking, complimentary use of a full gym and access to social and event spaces including a coffee bar. Hike and bike trails are also within walking distance.

To apply, send cover letter, resume and salary requirements to Vice President and COO Kim Schoppert at kim@tlta.com.