<table>
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<tr>
<th><strong>TITLE:</strong></th>
<th><strong>Government Affairs &amp; Public Relations Assistant</strong></th>
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| **CLASS:** | • Non-exempt employee  
• Reports directly to Government Affairs & Public Relations Director |
| **SUMMARY:** | • This full-time position supports the AMA Government Affairs & Public Relations team and provides AMA members with current information about government regulations and policies. |
| **RESPONSIBILITIES:** | • Provide administrative support for the Government Affairs & Public Relations department.  
• Assist in preparing and proofing press releases, speeches, talking points, briefings, presentations, and other materials.  
• Assist in updating AMA communication outlets.  
• Communicate directly with AMA members and UAS stakeholders using tools including social media, telephone, email, and other digital media.  
• Communicate updates and be a resource for internal staff and members.  
• Communicate with AMA’s Public Relations firm to promote advocacy victories.  
• Proactively engage AMA members and media about advocacy. |
| **ESSENTIAL FUNCTIONS:** | • Monitor and organize local, state, and federal regulations related to our industry.  
• Monitor media coverage.  
• Act as an ambassador for AMA.  
• Perform other duties as assigned. |
| **CREDENTIALS AND EXPERIENCE:** | • Bachelor degree or equivalent experience.  
• Excellent writing and proofreading skills required.  
• Social media and Web management experience essential.  
• Ability to work independently on numerous projects simultaneously and prioritize projects.  
• Solid interpersonal, organizational, oral, and written communication skills a must.  
• Ability to meet deadlines. |
- Self-motivated with the ability to work under pressure and maintain a positive attitude.
- Experience or background in working with regulations, rulemaking, or legislation at the local, state, or federal level a plus, but not required.
- Interest and knowledge of the model aviation industry preferred, but not required.
- Comfortable using software and learning new software programs.
- Ability to convey complex messages.