<table>
<thead>
<tr>
<th>TITLE: Government Affairs Assistant</th>
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<td><strong>CLASS:</strong> Non-exempt, hourly. Reports to the Government Affairs Director.</td>
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<td><strong>SUMMARY:</strong> This full-time position supports the AMA Government Affairs team and provides AMA members with current information about government regulations and policies.</td>
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| **ESSENTIAL FUNCTIONS:** Provide administrative support for the Government Affairs department.  
Assist in preparing and proofing press releases, speeches, talking points, briefings, presentations, and other materials.  
Communicate directly with AMA members and UAS stakeholders using tools including social media, telephone, email, and other digital media.  
Provide updates and be a resource for internal staff and members.  
Communicate with AMA’s Public Relations firm to promote advocacy victories.  
Monitor media coverage.  
Perform other duties as assigned. |
| **CREDENTIALS AND EXPERIENCE:** Bachelor’s degree preferred.  
Excellent writing and proofreading skills required.  
Social media and website management experience preferred.  
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.  
Ability to convey complex messages. |