**TITLE:** Government Affairs & Public Relations Assistant  

**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.