



Government and Community Affairs Assistant

Reports to: Director of Government and Community Affairs
Job Type: Hourly, Non-Exempt
Salary: \$20.00-\$25.00 per hour (depending on experience)
Schedule: Full-Time / Monday - Friday / 8:30am – 5:00pm (40 hours per week)
Location: Hybrid in-office/remote Position (work 2 days in-office/ work 3 days remotely)
Physical Office located in Truckee, CA

ABOUT THE ORGANIZATION

Sierra Business Council is a nonprofit organization developing and demonstrating innovative approaches and solutions to increase community vitality, economic prosperity, environmental quality, and social fairness in the Sierra Nevada region. Change and challenge create opportunities and through innovation, integrity, and respect, Sierra Business Council harnesses these opportunities by implementing projects that model proactive change. Our goal is a diverse, inventive, and sustainable region where the economy is vibrant, the land is thriving, and the communities offer opportunity for all. We act as steward leaders of the region, taking responsibility for the care and responsible management of our place, guided by the triple bottom line that considers the economy, environment, and community simultaneously.

POSITION SUMMARY

The Government and Community Affairs Assistant will assist Sierra Business Council's President and Director of Government and Community Affairs in advancing the Organization's full range of policy initiatives, including climate, natural resource, housing, and economic development policy. This position requires an organized, reliable, innovative, and hard-working individual that will be primarily responsible for providing support on a wide range of tasks including research, policy analysis, managing correspondence, supporting policy working groups, community outreach, and research and writing related to new business development.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Assist in the execution of several key programs and partnerships
- Provide administrative support to team including answering phone calls and scheduling meetings
- Billing and tracking of project budgets and expenditures
- Team meeting minutes and notes including action items
- Daily Legislative file tracking
- Committee calendar tracking
- Research related to policy and new business/project development
- Policy analysis - key point one pagers
- Meet or exceed defined deliverables on fee for service and consultant projects
- Manage and write correspondence, assist with the development of outreach materials, and manage distribution of materials
- Perform other duties and special projects as assigned

MINIMUM SKILLS & QUALIFICATIONS

- Bachelor's Degree
- 2-3 years of relevant work experience
- Knowledge and ability to communicate around climate, natural resources, housing, land use, and/or public health standards

- Experience with public policy analyses and strategies (min 1-2 years preferred)
- Strong and effective communication skills (oral and written) including exhibiting polite and professional communication by phone, e-mail, and mail
- Proficient at being collegial and collaborative including forming and maintaining partnerships
- Experience with project development (min 1-2 years preferred)
- Understanding of project coordination and budgeting functions
- Excellent attention to detail and the ability to handle and prioritize multiple assignments, working well under pressure
- Strong organization and time management skills
- Ability to work independently as well as with a team, to learn on the job, and to be flexible/adaptable
- Proficiency in Microsoft Office and Google platform/programs
- Proficiency with Salesforce or other similar CRM platform preferred

PHYSICAL REQUIREMENTS AND WORK CONDITIONS

- Must be able to perform essential functions of the job satisfactorily (with or without reasonable accommodation due to disability)
- Continuously and Repeatedly:
 - Finger/fine dexterity, wrist motion, flex wrist, grasp/squeeze, handling/gross dexterity, feel, use hand-eye coordination, use foot-hand-eye coordination, reach at shoulder or below, hear, talk, and sit
 - Near vision
- Frequently:
 - Reach above shoulder, stoop, kneel, balance, bend, twist body, turn body, walk, and stand
- Occasionally:
 - Midrange vision, far vision, depth perception, color vision, field of peripheral vision
 - Lift, carry, push, or pull a minimum of 25 lbs
- Typical office environment conditions and noise levels
- May be exposed to dust, loud noises, moving mechanical parts, cleaning chemicals, vibration, and outdoor weather conditions

BENEFITS

- Medical
- Dental
- Vision
- 401k Participation
- Paid Time Off (PTO) & Paid Holidays

TO APPLY:

Please email your cover letter and resume to careers@sierrabusiness.org with the position title in the subject line.

Sierra Business Council is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, gender identity, age, national origin, disability, genetics, marital status, sexual orientation, or protected veteran status, as well as any other characteristic protected by federal, state, or local law.