



Position Title: Coordinator of Government Affairs

Salary: Open

FLSA: Exempt

Report to: Senior Vice President of Government and Legal Affairs

DESCRIPTION

The Global Cold Chain Alliance (GCCA), a fast paced, growing trade association that serves the global temperature-controlled supply chain industry, is seeking a Coordinator of Government Affairs.

We are looking for deadline driven, proactive, self-motivated, team player, to join our global staff. In this role you will work with your colleagues to enhance the association's advocacy programs with the U.S. Congress and relevant federal agencies. This ranges from building relationships with key Congressional offices and committees, tracking legislative opportunities, managing grassroots advocacy campaigns, engaging with coalitions and communicating GCCA policy positions and activities to internal and external stakeholders.

The ideal candidate to join our busy association will be an excellent communicator with experience working with Congress. They need to be able to establish and maintain effective, collaborative working relationships with other staff, leadership, members, association partners and policy officials. Work well under pressure, meet deadlines while making sound decisions, and accommodate shifting priorities. As well as be a proactive, self-motivated, team player who is detail-oriented, and creative.

Note: We are currently working primarily remotely. At some point in 2021 we will return back to our offices in Arlington, Virginia (Crystal City).

RESPONSIBILITIES

Coordinator of Government Affairs

- Assist the Senior Vice President for Government and Legal Affairs in developing and implementing advocacy initiatives to advance the association's strategic plan.
- Work closely with the GCCA Government Affairs Committee.
- Build relationships with key policy officials in Congress and relevant agencies.
- Track legislation and regulations impacting the cold chain and identifying opportunities to advance association priorities.
- Manage grassroots advocacy campaigns.
- Communicate policy developments to members and other stakeholders.
- Represent GCCA on coalitions relevant to the cold chain industry.

QUALIFICATIONS

- ✓ Bachelor's degree preferred
- ✓ At least 2 years' experience in Congress or related government affairs work
- ✓ Highly driven and results-oriented
- ✓ Strong interpersonal skills and excellent customer service required
- ✓ Strong communication skills with an emphasis on writing
- ✓ Ability to manage multiple projects and meet deadlines
- ✓ Attention to detail

GCCA offers a comprehensive benefits package including health insurance, dental insurance, life insurance, and matching 401(K) contribution. GCCA headquarters is located at 241 18th Street South, Suite 620, Arlington, VA. GCCA is an EEO employer.

Interested candidates should submit a cover letter, salary requirements, and resume to mcostello@gcca.org. No calls please.