



Announcement of Position Opening
Job Description, Qualifications and
Application Information

Governmental Relations Associate
August 2022

Job Description: Governmental Relations Associate

The Arizona School Boards Association seeks a Governmental Relations Associate to monitor relevant legislation/regulation/issues, engage with the Arizona Legislature, and communicate with ASBA member districts to advance the cause of public education in Arizona.

The Governmental Relations Associate reports to the Director of Governmental Relations, and will work in conjunction with the ASBA Advocacy and Strategic Initiatives Consultant as an integral part of the governmental relations team.

Duties and responsibilities include:

Lobbying

- At the direction of the Director of Governmental Relations, advocate for the interests of ASBA's membership, based on the association's political agenda, before the Arizona Legislature and selected state agencies.
- Attend committee hearings, floor sessions, stakeholder meetings and meetings with elected and public officials to educate and inform them on ASBA policy positions

Research & Analysis

- Track proposed legislation relevant to K-12 education in Arizona and administer ASBA's bill-tracking and advocacy tools.
- Analyze and summarize proposed legislation and research potential impacts on ASBA member districts.
- Gather information and research regarding issues of interest or importance to the association as directed.

Member Education and Engagement

- Create content for communication to ASBA members regarding state and federal legislative and regulatory activities.
- Staff ASBA's Legislate Committee and participate in the ASBA Delegate Assembly process

The minimum qualifications for this position are as follows:

- Bachelor's degree.
- One to three years' experience in legislative advocacy and/or staff work, and/or participation in Arizona-based internships that involve significant policy or Legislative work.
- Familiarity with the Arizona Legislature.
- Strong written and oral communication skills.
- Ability to represent the Arizona School Boards Association and its members in a positive and professional manner.



The preferred candidate will have the following proven skills and qualifications:

- Experience working with diverse communities.
- Previous experience working in or around the Arizona Legislature.
- Outstanding oral and written communication skills.
- Knowledge of the role school district governing boards play in the operation of a school district.
- A desire to work collaboratively within a small team.
- A passion for public education.

About the Arizona School Boards Association

The Arizona School Boards Association is committed to building the best schools in every Arizona community. We are a private, nonprofit organization, the members of which are the governing boards of Arizona’s public schools. ASBA provides professional development and information to governing board members, school administrators and other education leaders on leadership, governance and issues related to public education; represents its members’ interests through leadership and advocacy on state and federal legislative, policy and legal issues; offers subscriptions to model policies and support with policy adoption and updates; and offers superintendent search services.

Salary & Benefits

We offer a hybrid work environment that combines in-office and remote work, a chance to grow professionally in the vibrant Phoenix metropolitan area, competitive compensation based on experience and a comprehensive benefits package.

To Apply

Interested applicants should submit a letter of introduction with a current resume Director of Governmental Relations Chris Kotterman at ckotterman@azsba.org. Please include position title in the subject line.

Review of resumes will begin immediately and continue until the position is filled.

Three professional references will be requested of all candidates who interview for the position.

ASBA is an equal opportunity employer.

