

DRINKER BIDDLE & REATH LLP

PROJECT ASSISTANT

JOB POSTING

JOB TITLE: Project Assistant	STATUS: Non-Exempt
REPORTS TO: Regional Director of Administration (who manages all paralegals and project assistants firm wide)	LOCATION: Washington, DC
<p>SUMMARY: We are seeking a Project Assistant to join our team. Based in our Washington, DC office, the Project Assistant's primary functions will be to assist in the administration of the firm's federal Political Action Committee and state/local Political Giving Committee. Job functions will include collecting information for, preparing and submitting, various campaign finance and lobbying reports; monitor legislative/regulatory developments for the various practice teams within the Government and Regulatory Affairs Practice Group; and assist with projects for the Government and Regulatory Affairs Practice Group. This role requires making deliveries outside the office, attending events after regular work hours, and involvement with activities that may require registration as a federal lobbyist.</p> <p>In addition to the work supporting the firm's federal Political Action Committee and state/local Political Giving Committee, the Project Assistant will provide support to paralegals and attorneys on daily assignments and ongoing projects in support of active legal matters for the Government and Regulatory Affairs Practice Group. This is an entry level role and minimal job experience is needed, although strong Microsoft Office experience (Outlook, Word and Excel) and excellent attention to detail are needed.</p> <p>In accordance with the Firm's Client Service Initiatives, the Project Assistant must display good judgment and have effective interpersonal communications. Confidentiality and discretion are required consistently.</p>	
<p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none">• Coordinate/interface with the firm's federal Political Action Committee (PAC), to include the following:<ul style="list-style-type: none">○ Assist PAC chairperson (a firm partner) oversee \$100,000+ budget (bank account responsibilities) and financial processes, financial and contribution records.○ Manage contribution requests to the PAC.○ Oversee federal political campaign contribution compliance and prepare and, when approved, submit required reports (including quarterly reports and special reports, such as pre-primary, general and post-general reports) to the Federal Election Commission (FEC) to maintain compliance with regulatory requirements.○ Coordinate PAC events and confirm compliance with FEC regulations for those events.○ Coordinate internal reports to the PAC regarding contribution history/patterns.• Review firm client's PAC's financial documents, prepare reports to submit to the FEC and once approved, submit reports to the FEC on the PAC's behalf to maintain compliance with regulatory requirements.• Coordinate/interface with the firm's state/local Political Giving Committee, to include the following:<ul style="list-style-type: none">○ Prepare and distribute contribution requests to the Political Giving Committee.○ State/District/County campaign finance compliance, to include:<ul style="list-style-type: none">▪ Screen contribution requests for reporting requirements and contribution limits.▪ Prepare appropriate notifications to campaigns based on applicable campaign finance laws.▪ Assist Committee chairperson (a firm partner) manage \$50,000 budget, contribution and financial records.▪ Review accounting's monthly budget reconciliation reports.▪ Prepare internal reports to the Political Giving Committee regarding contribution history/patterns.▪ Prepare state/local contribution reports as necessary.• Lobbying Disclosure Act (LDA) Compliance<ul style="list-style-type: none">○ Coordinate current (approximately 15) lobbyists to ensure they are abiding by LDA registration and reporting requirements.○ Oversee and coordinate LDA submission requirements and compliance for clients (approximately 40) on behalf of the firm's affected practices, normally the Government and Regulatory Affairs Practice (Lobbying, PHARMA, Intellectual Property and Insurance Groups) on quarterly basis.○ Maintain firm lobbying database to confirm individuals' compliance with the Lobbying Disclosure Act,	

including timely submission of LD-203 Personal Contribution Reports to Congress.

- Monitor Congressional hearings and draft memoranda to distribute both internally and to clients as requested.
- Attend and prepare summaries of Congressional, Regulatory, Think Tank and Special Interests events on behalf of the firm and clients as requested.
- Monitor numerous publications and alert internal attorneys, clients and appropriate lobbying/advocacy staff of upcoming Congressional hearings and Federal Regulatory and Administration events of potential interest.
- Create and maintain multiple databases containing contact or other information for Members of Congress, Congressional staffers, and industry constituents.
- Coordinate meetings and provide document support regarding correspondence with clients, Members of Congress, and other government officials as requested.
- Provide administrative support in daily activities for Government and Regulatory Affairs Practice Group attorneys and paralegal as requested.
- Research compliance issues as they arise and draft memoranda regarding same.

OTHER JOB FUNCTIONS:

- Conduct research on client concerns or client development research and preparing background memoranda and other summaries.
- Assist with drafting and/or reviewing, proofreading and finalizing all client materials and documents (such as issue briefs, legislative analyses, Congressional correspondence, and advocacy blueprints/strategic plans) prior to such materials being sent to the client.
- Maintain Congressional information and contacts used by the team.
- Interact with clients, usually via email communications at the direction of others (normally partners and/or paralegals).
- Retrieve file material and information promptly and completely upon request of attorneys or paralegals.
- Data entry of documents (i.e., Excel, Word, Relativity, FileSite, LegalKey, etc.).
- Update and accurately index case files.
- Perform case database retries and searches.
- Generate various reports as requested.
- Assist in compiling and preparing documents for production; coordinate photocopying.
- Assist in the production of produced document indexes.
- Maintain organization of all file rooms and content.
- Handle file close-outs and transfers.
- Special duties and projects as assigned.

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to grasp basic legislative and policy concepts and apply them effectively to work assignments.
- Demonstrate familiarity with relevant legislative and executive branch websites.
- Accurately track legislation and regulations.
- Excellent verbal and written communication skills, especially the use of good grammar.
- Strong research and investigative skills with the ability to identify/uncover relevant facts, apply findings to relevant advocacy and policy issues, and cite work/sources appropriately.
- Excellent organization, multi-tasking, and prioritization skills.
- Strong proofreading skills.
- Proficient with the Microsoft Office Suite (Outlook, Word, Excel, etc.).
- Advanced computer and software skills (LexisNexis, Westlaw, etc.) or ability to quickly learn same.
- Excellent organizational skills with strong attention to detail.
- Must be highly motivated, personable, self-starter who is able to manage multiple projects simultaneously and successfully, many with tight deadlines.
- Ability to take initiative and be proactive.
- Illustrate good judgment and ability to problem-solve and troubleshoot. Recognize and seek additional guidance from others when required.

- Ability to work with a team as well as independently with minimal supervision.
- Extremely consistent in producing quality work.
- Possess strong interpersonal skills with ability to build strong relationships.
- Accepts ownership of projects and is successful in driving projects, as well as daily tasks, to a successful conclusion.
- Ability to adjust and adapt quickly to changing situations.
- Ability to work with detailed information accurately and efficiently.
- Able to maintain confidentiality.
- Ability to interact with people in a manner which shows sensitivity, tact, and professionalism.
- Exhibits clear and concise telephone and email etiquette.
- Is responsive and sensitive to internal and external deadlines.
- Must quickly grasp the goals, service, culture and strategy of both the office and the firm overall.
- Must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Adhere to and serve as a role model for the firm's Client Service Standards.
- Willingness to be flexible and perform responsibilities not specifically identified in the job description and assume new responsibilities as the Practice Group's, the Department's and Firm's needs change.
- Flexible and dependable, including the ability to work overtime as needed.
- Flexibility for travel as required (local).

EDUCATION AND EXPERIENCE:

- Bachelor's Degree required.
- Minimum of one year of relevant lobbying or campaign finance compliance experience.
- Prior experience with detailed daily monetary or similar activities with respect to legislative, regulatory or public policy matters, either on Capitol Hill, with an association/organization or other entity involved in government relations work, is a plus.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

TO APPLY: Interested candidates should send resumes and cover letters, including salary expectations, to Human.Resources@dbr.com and reference **Project Assistant-DC** in the subject line. ***Incomplete applications will not be considered.***