

DRINKER BIDDLE & REATH LLP
SENIOR GOVERNMENT RELATIONS ASSISTANT
JOB POSTING

JOB TITLE: Senior Government Relations Assistant	STATUS: Non-Exempt
REPORTS TO: Managing Government Relations Director and Other Team Members, as Assigned	LOCATION: Washington, D.C.
<p>SUMMARY:</p> <p>The Senior Government Relations Assistant provides administrative, clerical and logistical support to the District Policy Group’s Managing Government Relations Director, assigned Government Relations Directors, Managers, and clients. Additional responsibilities include, but are not limited to: Reviewing, editing and/or formatting documents; arranging travel and other meeting logistics; preparing PowerPoint presentations; researching and monitoring legislative and regulatory actions – including creating and updating client tracking charts, reading “dailies,” and flagging/forwarding articles of interest; occasionally attending and preparing detailed notes from meetings, hearings, briefings and other events; researching documents for client/policy development; scheduling appointments on Capitol Hill, with federal agencies, and other entities and handling all the associated logistics, including preparing briefing packets and “leave-behind” materials; entering time; keeping a calendar; assisting with logistics for Congressional briefings, lobby days, fundraisers and other events sponsored by the firm; handling pick-up/deliveries to Capitol Hill and/or filings with federal agencies; performing mail merges and blast emails for Capitol Hill; scheduling meeting rooms; and performing other tasks and duties to support the District Policy Group team projects. Other responsibilities include organizing and keeping current all internal team-related administrative information and serving as the front-line professional staff interfacing with clients and other firm professionals. This position works autonomously within all administrative functions of the firm.</p> <p>In accordance with the firm’s Client Service Initiatives, a Senior Government Relations Assistant must display good judgment, effective interpersonal communications, and confidentiality and discretion are required consistently.</p>	
<p>JOB FUNCTIONS:</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Review, edit and/or format documents for presentation to clients, prospective clients and/or federal agencies, including the formal submission of documents on clients’ behalf, ensuring all specifications for submission are met. Such documents include, but are not limited to: Agreements, Issue Briefs, Agency Comments, Testimony, Presentations, Request for Proposal (RFP) responses (ensuring compliance with guidelines in the RFPs), Speeches, PowerPoint presentations, Excel charts, etc. • Anticipate needs of the Managing Government Relations Director by functioning in a proactive manner with actions focused on problem-solving and implementing systems and procedures to ensure that projects are kept on track and internal and external deadlines are met. • Interact with clients, providing any requested information to the client (with review and approval from appropriate team member) and provide assistance with logistical items, such as making hotel accommodations, luncheon reservations, scheduling and rescheduling meetings, teleconferences, etc. that the client may need and/or request. • Schedule appointments on Capitol Hill and with federal agencies and other entities, and handle all associated logistics. • Prepare leave-behind packets and other materials for lobby visits and Congressional meetings. • Legislative research, tracking and monitoring – including updating client tracking charts. • Prepare and transmit monthly bills for Government Relations Group, maintain billing files and billing charts for Managing Government Relations Director. • Enter time for Managing Director. • Prepare and submit travel and incidental expense reimbursement forms. Secure travel advances and maintain records for associated expenditures. • Work with the Managing Government Relations Director and other team members to ensure that all steps are taken to comply with the team “checklist” for commencing a prospective representation, including responding to Requests for Proposals (RFPs), drafting and submitting 	

conflict check forms, preparing client intake forms, ensuring supervising partner reviews and approves proposals, etc.

- Work with the Managing Government Relations Director and other team members on drafting and finalizing agreements for client representations; maintain responsibility for ensuring supervising partner reviews and approves all draft agreements prior to being sent to clients. Keep track of agreements as they are sent to clients and assist in following up with clients to secure signed agreements in a timely fashion.
- Keep track and maintain accurate files of all signed agreements and proactively advise the Managing Government Relations Director and the appropriate other team member 60 days prior to the expiration date of all agreements.
- Maintain a running list of documents pending review by Managing Government Relations Director, supervising partner and other team members and follow-up with individuals to secure review and approval of documents in a timely fashion.
- Handle logistics and administrative aspects of weekly team meetings and special events (e.g, circulating group meeting agendas, scheduling meeting rooms, ordering food, beverages and conference equipment, as appropriate).
- Maintain updated lists of team members' extensions, cell phone numbers, birthdays, client birthdays and other administrative information, as needed by the Managing Government Relations Director.
- Send cards to all clients on birthdays.
- Maintain and send all firm bills.
- Respond to frequent requests for financial information.
- Monitor and maintain the calendar and appointment schedule for the Managing Government Relations Director and each Government Relations Director assigned.
- On a daily basis, print and assemble numerous documents for Managing Government Relations Director's review (i.e., conflicts, articles, forms, background materials, etc.).
- Keep track of client and team birthdays and other special occasions and work in a proactive way to ensure that client gifts are ordered and delivered in a timely fashion.
- Maintain the team calendar and ensure information is accurate and up-to-date and circulated at weekly team meetings.
- Assist with mail merges and blast e-mails using the Quorum or Bloomberg system.
- Maintain/update all contact information.
- Organize and keep current both physical and electronic files.
- Prepare and submit all travel, client development, and client expenses for reimbursement for the Managing Government Relations Director and the Government Relations Directors assigned.
- Reconcile all reimbursements.
- Maintain a neat and organized workspace.
- Provide support for other tasks and responsibilities as needed by the Managing Government Relations Director and other team members.

OTHER JOB FUNCTIONS:

- Significant amount of keyboard use and time spent in front of a computer monitor.
- Photocopying/scanning and faxing.
- Light/medium lifting.
- Occasional local travel to attend meetings, deliver client materials to Capitol Hill or a federal agency, or otherwise staff a team or client event.

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 (including but not limited to):

- Proficiency in MS Office Suite and Outlook.
- Ability to be proactive, anticipate needs, and create and maintain systems and solutions.
- Ability to work with and for a team of people as well as independently.
- Demonstrate good judgment and common sense.
- Strong interpersonal skills.
- Knowledge in the area of medical/health care jargon and the federal legislative process.
- Outstanding ability to review and proofread written documents.

- Ability to multitask while remaining highly organized, calm and professional.
- Ability to listen to and understand information and ideas.
- Outstanding attention to detail in written and oral communications as well as in handling and executing logistics and completing tasks and projects.
- Commitment to adhering to systems and processes while exhibiting flexibility and nimbleness in approaching work assignments.
- Exhibit problem-solving orientation when unexpected issues occur and/or problems arise.
- Take responsibility and ownership for work and outcomes of efforts.
- Great time-management skills and work ethic.
- Ability to coordinate, keep track of, and handle a number of complex, high-priority, pressure-related projects simultaneously.
- Customer service-oriented.
- Should be flexible and willing and able to work overtime.
- Is responsive and sensitive to internal and external client demands and deadlines.
- Able to work with all levels of firm management and with external vendors.
- Ability to adjust and adapt quickly to changing situations.
- Ability to interact with people in a manner that shows sensitivity, tact and professionalism.
- Respect people's differences in background, culture and perspective.
- Adaptable to change, open to new ideas, open to taking on new responsibilities and can adjust plans to meet changing needs.
- Accept feedback openly, seek to improve performance based on feedback and continually seek to enhance their role.
- Candidate must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel and support a collegial and collaborative work environment.
- Willingness to be flexible and perform responsibilities not specifically identified in the job description and assume new responsibilities as the department's and the firm's needs change.
- Adhere to and serve as a role model for the firm's Client Service Standards.

EDUCATION AND EXPERIENCE:

- High School diploma or GED Certified.
- College degree preferred.
- Must have a solid administrative, executive level, and/or trade association background with a minimum of 3-5 years of relevant work experience; administrative support experience on Capitol Hill within an organization involved in federal legislative and regulatory activities, or in another government relations firm is ideal but not necessary.

We are an Equal Opportunity Employer offering a competitive salary and full benefits package, including medical/dental/vision, life/disability insurance, paid holidays and a 401(k) plan.

TO APPLY: Interested candidates should send a cover letter, including salary requirements, and resume to Human.Resources@dbr.com referencing "SGRA" in the subject line. *Incomplete applications will not be considered. No phone calls please.*