

Title: Specialist, State Government Affairs  
Department/Unit: Government Affairs/Public Affairs  
FLSA Status: Full-time, Exempt  
Location: Alexandria, VA

## **Summary**

This position implements efforts to support organizational and state legislative priorities and activities within the State Affairs department. A member of Public Affairs that implements efforts to support organizational priorities and activities within the Government Affairs department. Supports unit efforts with a focus on departmental contributions, public engagement strategy, and membership strategy for the Association. Participates and support efforts for appointed and member volunteer groups and APTA leadership. Supports preparation of compliance requirements and documents and seeks out opportunities for continuous quality improvement in department activities. Effective champion of the Association vision, mission and brand.

## **Essential Functions**

- Provides professional support for the work plans related to respective activities of the Government Affairs department which align with organizational priorities and the Association's membership strategy, scientific strategy, and operations strategy, including, but not limited to, providing advice and counsel to the public on health legislative issues; grassroots outreach and advocacy; educational programming; response and guidance to volunteer leaders; and, representing the Association to external audiences.
- Prepares and completes required departmental compliance forms as outlined below including ensuring required information is accurate for timely submission of all required forms, including relevant memberships and conference registrations.
- Contributes to and implements recommendations on advancing operations within the department to gain efficiencies, and grow revenue, if applicable.
- Contributes to quality assurance and continuous quality/performance improvement in department activities, including supporting department director, and unit leaders in annual assessments of respective budget activities.
- Supports the Public Affairs team in the implementation of the Association's programs, priorities, and projects in partnership with department director and staff colleagues
- Prepares, in consultation with the Manager, department level data which supports and aligns with the APTA data strategy, including state legislation data and health care policy issues information.

## **Staff Expectations**

- Upholds and fosters team values
- Complies with all APTA policies and procedures
- Performs other duties as assigned to foster achievement of association priorities

## **Qualifications**

- Degree in political science, government, public policy or a related field preferred.

- 3+ years' experience on state legislative or state regulatory issues or activities.
- Knowledge and familiarity with health care issues is desirable.
- Familiarity with state legislative tracking and reporting.
- Ability to read, analyze, and manage state legislation and proposed regulation and write easily understandable synopses.
- Strong presentation/public speaking and professional writing skills, including ability to prepare PowerPoint slides and collateral materials for presentations.
- Experience with grassroots advocacy and grassroots campaigns targeted around legislation desired.
- Ability to represent Association and present to a variety of external audiences and stakeholders.
- Excellent interpersonal skills.
- Excellent communication skills – verbal and written.
- Strong computer skills, including Microsoft Office and legislative/regulatory tracking and “action alert” software.

### **Travel Requirements**

10%, local and national

### **How To Apply**

Please send resume and cover letter, including salary requirements, when submitting your application.

Principals only; no agencies; no phone calls, please. Candidates selected to participate in an interview will be contacted by Human Resources.

*The American Physical Therapy Association is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.*

*APTA participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. For more information, please visit [e-verify.uscis.gov](http://e-verify.uscis.gov).*

*APTA is committed to a diverse and inclusive workforce and invites and welcomes applicants with diversity of experience, mindset, and skills to add value to APTA and our staff community.*