



Los Angeles Area
Chamber of Commerce

Public Policy Manager Position Opening

Founded in 1888, the Los Angeles Area Chamber of Commerce is one of the nation's leading regional business advocacy organizations. We're a fast-paced public policy department with a mission of improving the economic prosperity and quality of life throughout Southern California. Our work revolves around policy development and advocacy at all levels of government, coalition building and providing maximum value to our members. For more information, visit www.lachamber.com.

Position: Public policy managers serve in the Public Policy Department of the Los Angeles Area Chamber of Commerce and report to the vice president of public policy. This is a salaried exempt position with full benefits, including paid sick leave, vacation, 401(k) participation, health, vision and dental. Starting salary range is \$50-60K annually commensurate with experience with opportunities for advancement.

Job Description:

- Experience in transportation, goods movement, energy and/or environmental issues preferred
- Manage issue development for the Chamber and advise both the V.P. of Public Policy and President & CEO on setting the Chamber's public policy agenda.
- Serve as an advocate for the Chamber on the federal, state, regional and local levels of government through coalition work, direct lobbying, and grass roots organizing.
- Responsible for effectively representing the Chamber, its board of directors and members before elected officials and general public.
- Staff the Chamber's public policy committees as assigned as well as special task forces and industry councils as needed.
- Track issue development and legislation at assigned jurisdictions, as well as maintain regular interaction with key elected officials and their staff.
- Develop issue messaging and communications strategy in coordination with the Chamber's marketing & communications department and fellow stakeholders.
- Contribute to the development of the Chamber's external communications (website, weekly member communications, newsletter and media)
- Perform other duties as assigned by the president & CEO and/or vice president of public policy.

Requirements:

- Bachelor's degree required; graduate degree preferred
- Minimum of three-to-five years experience in related field – local/state legislative experience preferred
- Excellent written and verbal communication skills
- Significant experience in project management, policy analysis and issue development.
- Ability to produce a large quantity of work at high quality in a team environment
- Demonstrated ability to work well with Chamber volunteers and staff at all levels
- Computer proficiency – especially Microsoft Office and legislative tracking

Please submit resumes and cover letter to Samuel Garrison, vice president of public policy via fax to 213.580.7511 or sgarrison@lachamber.com. No phone calls, please.