



Job Description

Government Relations Coordinator

THE OPPORTUNITY

FirstPic is seeking a full-time energetic candidate to assist in coordination of client relations and government services for a variety of youth development non-profits. The Government Relations Coordinator will have the opportunity to support Government Relations clients consisting of local, national and international youth non-profits. The Government Relations Coordinator will focus on managing communications with Congress and the Administration; attending meetings, briefings and hearings; assisting with event planning and management; and identifying possible funding opportunities. This is a fantastic opportunity for an individual interested in gaining broad exposure to the operations of nonprofits and the federal government, working directly with the leadership team, and developing a wide variety of professional skills applicable to organizational leadership.

REQUIRED SKILLS

- Capitol Hill experience preferred, but not required
- The successful applicant will possess excellent communication skills (writing, editing and speaking); be detail oriented; have a passion for stretching yourself and sticking with a project through completion; and ability to manage multiple priorities in a dynamic, fast-paced work environment.
- Excellent interpersonal skills and ability to effectively work with a diverse array of stakeholders both within and outside the United States
- Take initiative and maintaining a team-orientated approach to work
- Demonstrate high degree of flexibility and adaptability
- Display enthusiasm and commitment, maintain a positive "can-do" attitude
- Have the ability to complete a variety of assignments across multiple projects that require effective coordination and collaboration with other team members.
- Must be able to work with minimal supervision and manage multiple tasks simultaneously.
- Must be able to work well with all levels of internal management and staff, as well as outside clients and vendors.

RESPONSIBILITIES INCLUDE:

- Managing communications with current and potential funders including Congress and the Administration;
- Researching current and future funding opportunities;

- Attending meetings, briefings and hearings;
- Managing Senior VP's calendar and administrative tasks;
- And grant writing.

ADDITIONAL INFORMATION:

- Degree required
- Salary in the \$40s
- Benefits include paid leave, health insurance, and 401K

NEXT STEPS

- Please submit a resume and cover letter (with salary requirements) to recruitment@firstpic.org. Please include the job title in the subject line of the email. PDF format preferred.