

Oklahoma Farm Bureau & Affiliated Companies Job Description

Job Title: Public Policy & Government Affairs Coordinator		Department: Public Policy	
Accountable to: Vice President of Public Policy		Issued:	Revised:
WC Code:	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Seasonal	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Position Details: <input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

Primary Purpose: Coordinate OKFB Public Policy events and represent OKFB with the Oklahoma State Legislature, U.S. Congress and various government agencies.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Assist with the coordination of Oklahoma Farm Bureau's state and national affairs programs and serve as a liaison to the state capitol, congressional offices, state and federal agencies and partner organizations. Maintain registration as a lobbyist and ensure strict compliance with ethics laws and reporting requirements.
2. Provide support to OKFB members with policy development and implementation efforts through state legislative involvement and American Farm Bureau Federation meetings. Assist with organizing county legislative programs, state Capitol visits and Washington D.C. trips.
3. Work closely with OKFB's Political Action Committee and state resolutions committee, manage ethics filings and recordkeeping, schedule meetings, formulate agendas and maintain minutes. Must have the ability to build consensus among OKFB members to reach organization objectives.
4. Must have the ability to grasp agricultural policy initiatives, programs and agency rules and communicate them effectively to OKFB members and staff. Must be capable of working with volunteer leaders to achieve state and federal policy and legislative goals.
5. Should have superior communications skills including both speaking and written types of delivery. Must be capable of preparing and presenting reports to OKFB members, staff, elected or appointed officials and other public interest organizations on various issues impacting agriculture and rural Oklahoma. Must possess necessary computer skills to compile and present data in a variety of formats.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from four-year College or University, experience working with state and/or national legislative operations, experience working with state and/or national agriculture issues or a relevant combination of education and experience.

Skills and Knowledge

- **Language Skills**
 - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, members, and the general public.

- **Reasoning Ability**

- Ability to solve practical business problems and interpret a variety of instructions and information furnished in written, oral, or other forms.

Physical Demands

The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. Travel by automobile and air is required to perform this job.

Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all the essential duties, responsibilities and requirements of personnel.