



NATIONAL STONE, SAND
& GRAVEL ASSOCIATION

Job Title: Coordinator, Government and Regulatory Affairs
Reports to: NSSGA Vice President, Government and Regulatory Affairs

The National Sand, Stone and Gravel Association (NSSGA) is the leading voice and advocate for the aggregates industry. Our members – stone, sand and gravel producers and the equipment manufacturers and service providers who support them – are responsible for the essential raw materials found in every home, building, road, bridge and public works project and represent more than 90 percent of the crushed stone and 70 percent of the sand and gravel produced annually in the United States. In 2018, U.S. domestic production and use of construction aggregates amounted to 2.5 billion tons of crushed stone, sand and gravel – valued at \$25.1 billion. The aggregates industry employs approximately 100,000 highly-skilled men and women.

Position Summary

As Coordinator, Government and Regulatory Affairs (GARA), you will play an important supporting role in shaping the aggregates industry's government and regulatory affairs agenda. This position will report to NSSGA's Vice President of Government and Regulatory Affairs. The position will manage multiple fast-paced projects related to government and regulatory affairs, while supporting the association through administrative tasks. This position also assists NSSGA's Director of Political Advocacy with the management of our political action committee. You will have direct contact with NSSGA members, affiliated industry organizations, political fundraisers and Members of Congress, and have a flexible working environment in the Washington DC area. The ideal candidate will be a forward thinker who has a strong work ethic and a desire to work in policy and politics.

In a typical day, you might receive emails from the CEO at a fortune 1000 company or high-ranking elected officials. You might research legislation to write a memo in support of the legislative team, attend webinars to assist the regulatory team or write NSSGA member outreach communications to solicit ROCKPAC contributions. You will proactively seek out ways to support senior members of the team on various fast-moving projects.

Key Position Responsibilities:

- Support and provide critical research to the GARA team via memos and white papers, including policy development and advocacy.
- Draft regular written and visual content for GARA's communications to association membership.
- Proactively prepare GARA team for meetings on Capitol Hill and with the administration.



- Assist with Association meetings, ROCKPAC donor events and DC fly-in duties as assigned.
- Coordinate ROCKPAC fundraising initiatives including regular communications with supporters and trustees.
- Manage all recordkeeping in accordance with FEC Guidelines and update and maintain ROCKPAC records.
- Provide administrative support to the VP and GARA team.
- Collaborate with other coordinators at NSSGA to support overall office operations.
- Handle other team projects and responsibilities as assigned.

Background/Education Requirements

Education - Minimum BA degree in political science, legislative policy or other related field.

Experience – Minimum of one year of experience in one or more of the following areas: PAC management, office management, working on Capitol Hill (including internship experience) or other political or legislative experience.

Some travel will be required in this role.

Technical Skills

- Robust knowledge of the political and legislative process.
- Excellent written and verbal communication skills.
- Strong Excel, Word, and the full Microsoft suite skills, as well as industry-specific PAC software experience, is a plus.
- Strong problem solving, trouble shooting and follow-through abilities.
- Tenacity and drive to learn and take on new tasks.
- Big picture thinking with an obsession for details.
- Customer service skills and proven ability to work as a team.

Please provide resume and cover letter to hr@nssga.org. Located in Alexandria, VA, NSSGA provides a supportive work environment, excellent benefits and competitive compensation.

NSSGA is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.

