South Carolina Farm Bureau Federation

Position Description

Position Title: Legislative and Policy Research Assistant
Department: Governmental Relations

Summary:

Responsible for researching, compiling, and maintaining information and materials relating to Farm Bureau’s legislative and regulatory activities, local, state and national. Prepares communication pieces for use with elected officials and agencies. Directs the organization’s Policy Development program. Develops publication for the various programs within the department for education of the membership. Develops training materials for the various programs within the department. Assists with additional activities for a successful completion of these programs.

Principal Duties and Responsibilities:

Research legislation, bills, and regulations for use in the organization’s lobbying activities.

Assist in the research and preparation of backgrounders and other literature associated with ballot issue campaigns.

Develop and maintain database of information to support the organization’s lobbying efforts.

Prepare position papers and email communications for use with legislators.

Prepare informational bulletins and emails to inform county and state leadership of legislative and regulatory activities.

Track state and federal legislation and other issues of interest and provides information to appropriate staff members.

Direct the organizations Policy Development program.

Develop training materials used by the Governmental Relations staff in conducting the department’s programs.

Coordinate meetings and events conducted by the Governmental Relations Department.

Prepares information and articles in conjunction with Farm Bureau Promotion & Education Staff.
Assist with monitoring legislative committees of the SC General Assembly.

Assist with monitoring state agency meetings.

Perform other duties and assignments as directed by the Director of Governmental Affairs.

**Reporting Relationships:**

Reports Directly to:    Director of Governmental Relations
Also Works with:    Other members of Governmental Relations
                     Promotion & Education Division
                     Accounting Division
                     Administration Division

Directly Supervises:    None

**Dimensions:**

College degree in appropriate discipline.
Prefer experience in a government relations, public relations and campaign environment.
Strong written and verbal communications skills.
Requires good organizational skills
Must be able to work well under pressure
Requires strong computer skills
Ability to work closely with county Farm Bureau leaders
Must be very meticulous and give careful attention to details