

**TITLE:** Administrative & Permits Coordinator for Public Policy  
**DEPARTMENT:** Public Policy  
**REPORTS TO:** Staff Vice President for Public Policy  
**FLSA STATUS:** Non-Exempt

### **POSITION SUMMARY**

Under the direct supervision of the Staff Vice President for Public Policy, the Administrative & Permits Coordinator for Public Policy provides administrative support to the Public Policy Department and assists the other Public Policy staff in carrying out objectives of the Association. This is a part-time position, 24 hours per week.

### **RESPONSIBILITIES**

1. Provide administrative support to the Staff Vice President for Public Policy and other department staff. Assist with all department correspondence. Type and/or design correspondence and other documents when necessary. Proofread for spelling, grammar, formatting, and layout. Coordinate department mailings.
2. Schedule meetings as directed by the Staff Vice President for Public Policy and other department staff. Assist with meeting preparation, including monitoring attendance, ordering lunch or other refreshments, preparing meeting packets, and setting up meeting rooms, among other tasks.
3. Communicate with members regarding department meetings, events, legislation, etc.
4. Assist with preparation and follow up for events or other special projects, including sending invitations or disseminating relevant information, coordinating with vendors providing goods or services, approving invoices, and creating materials such as flyers and brochures, among other tasks.
5. Maintain election and other records within the Public Policy Department. Handle confidential information when necessary. Familiarity with Missouri Ethics Commission reporting a plus, but not required.
6. Maintain and update department filing system. Retrieve files or other information when necessary.
7. Obtain monthly municipal permit information, compile monthly permit reports, and disseminate information to report subscribers and other Association staff. Respond to inquiries related to permit information.
8. Assist in Association mailings, receptionist duties, and miscellaneous tasks as needed.
9. Be a good "Corporate/Association Citizen."
10. Other duties as required and directed by the Staff Vice President for Public Policy.

### **SKILLS AND MINIMAL REQUIREMENTS**

1. Excellent computer and general clerical skills, including proficiency in Microsoft Outlook, Word, and Excel.
2. Excellent interpersonal skills and the ability to communicate effectively and pleasantly by phone, email, and in person with members, elected/public officials, and co-workers (in and outside of the department).
3. Strong organizational skills and strict attention to detail.
4. Associate's degree and/or equivalent related work experience.
5. Some local travel and driver license required.

**SUPERVISION**

Under the direct supervision of the Staff Vice President for Public Policy. Accepts assignments from the Assistant Staff Vice President for Public Policy and any other department staff. Cooperates with other Association staff when help is needed.