



## **Government Relations & Policy/Grassroots Associate National Committee to Preserve Social Security & Medicare**

The National Committee to Preserve Social Security & Medicare is currently seeking a GRP/Grassroots Associate to provide administrative and programmatic support to our Government Relations & Policy Department and to serve as point of contact for National Committee volunteers throughout the country. Duties for this position include:

- Assist the department's lobbyist with research and writing assignments on key legislative issue areas, including Social Security, Medicare and Medicaid, long term services and supports and the Older Americans Act.
- Attend meetings and hearings to gain knowledge on policy and political issues.
- Assist with assembling the lobby, monthly activity and fiscal year legislative accomplishment reports.
- Sends National Committee letters to members of Congress via CQ Knowlegis.
- Coordinates timely updating of policy papers.
- Assist with the planning and execution of local events.
- Maintain a diverse network of members, volunteers, activists by developing and maintaining the volunteer database.
- Coordinate a corps of volunteers to support events in Washington DC and on Capitol Hill.
- Coordinate the review process for items such as timesheets, vouchers and check requests, including volunteer expense reimbursements
- Manage purchases of office supplies and material for volunteers.

### **Education and Experience:**

College level course in writing is preferred. Knowledge of legislative issues surrounding Social Security, Medicare and Medicaid is preferred; excellent attention to detail, motivated to learn; interest in the mission of NCPSSM.

### **Certification, Licensing, and Skills:**

Effective oral and written communications skills are required. Good interpersonal skills; including the ability to work well with the public; ability to work independently; good organizational and analytical skills required; proficiency with Microsoft Office is preferred.

Qualified candidates may send cover letter, resume and general salary expectations to [hr@ncpssm.org](mailto:hr@ncpssm.org).

Visit our website at [www.ncpssm.org](http://www.ncpssm.org).