



Job Description

Job Title:	Director, Government Affairs	FLSA Status:	Exempt
Department:	External Affairs & Strategic Initiatives	Reports to:	VP, External Affairs & Strategic Initiatives
Effective:	January 3, 2024		

PURPOSE

The Director of Government Affairs develops, plans, and manages CareerSource Florida's legislative affairs programs. This role is focused on establishing and fostering relationships with external and government stakeholders including local, regional, state, and federal policy leaders. The Director of Government Affairs works to strengthen the talent development and workforce network and promote the development of sound legislation, policy, and practices. This position plays a key role in promoting the mission and goals of the CareerSource Florida network, and provides feedback to leadership on the organization's governmental education and outreach efforts in support of policies, programs, and strategic initiatives.

DUTIES AND RESPONSIBILITIES

- Initiate, prepare, interpret, review, and monitor legislation affecting the CareerSource Florida network in coordination with senior leadership.
 - Work with the Vice President of External Affairs and other senior leadership members on strategizing, developing, and executing education and outreach efforts in support of key policies, programs, and initiatives.
 - Review and analyze legislation and regulatory actions that may affect the workforce network and provides information to the senior leadership team and staff.
 - Produce high-quality reports, briefings, and other communication materials to educate internal staff and external stakeholders on legislative developments.
 - Support strategic outreach to local, state, and federal elected and appointed officials and their representatives, as appropriate, to address key workforce issues.
 - Coordinate meetings with members of the legislature and local elected officials to discuss CareerSource Florida's mission, goals, and policies and respond to any external concerns.
 - Coordinate and prepare legislative presentations and responses for the CareerSource Florida President/CEO and senior leaders.
 - Represent CareerSource Florida's position on legislation, as appropriate, to special interest groups, local, state, and federal agencies and representatives.
 - Develop information and education workshops on CareerSource Florida issues for legislative members and staff, as appropriate.
 - Serve as a key liaison to the Executive Office of the Governor regarding policy issues, alongside the President/CEO and other senior leaders.
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- Assist in drafting statutory language, correspondence, and other documents related to the legislative and administrative processes.
- Attend and represent CareerSource Florida at legislative meetings, as appropriate.
- Provide input on communications and public relations strategies to enhance awareness of CareerSource Florida's mission, priorities, and achievements as well as the accomplishments of the workforce network to support Florida job seekers, workers, and businesses.
- In consultation with the President and CEO, oversee the process for recruiting, initiating, and guiding board member appointments with the Governor's appointments office.

QUALIFICATIONS AND WORK EXPERIENCE

- A minimum of five (5) years of proven experience in government relations, legislative affairs, advocacy, lobbying, or public affairs in a corporate or public sector environment.
- Knowledge of the state's talent development and workforce systems, and/or economic development and related programs.
- Knowledge of Florida's legislative and executive branches.
- Excellent written and verbal communication skills along with a proven ability to develop and maintain working relationships with internal and external stakeholders.
- Competent project management skills including project planning, initiating, executing, controlling, and closing as well as attention to detail.
- Proficiency with Microsoft Office products, including Outlook, Word, Excel, PowerPoint, Teams, and project management tools.
- Ability to travel as required.

EDUCATION OR CERTIFICATIONS

Bachelor's degree in political science, government relations, or a related field or equivalent training and experience.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Periodic standing and bending.
- Must be able to lift up to 10 pounds at times.

SALARY RANGE

\$64,445 - \$82,436 - \$100,226

CareerSource Florida is subject to the Public Records Law, Chapter 119 of the Florida Statutes and the Sunshine Law, Chapter 286 of the Florida Statutes. Applicant submissions could potentially be subjected to public disclosure.

CareerSource Florida is an Equal Opportunity Employer and an E-Verify Employer.
