

Torres Consulting and Law Group (TCLG), is a government relations, public relations, and regulatory compliance consulting firm. Clients receive full-service lobbying and government-relations consulting, including political-action training and services. TCLG prides itself in highly customized, personalized service to its clients.

Job Title: Government Relations Specialist

Reports to: Managing Partner

Salary Range: Based on Experience, Salaried Position

Hours: Full-time, generally Monday – Friday, 8 a.m. – 5 p.m. However, some evening, weekend events and travel will be required within the United States as business needs arise.

Job Description:

- Research, analyze and formulate strategic policy positions on behalf of clients regarding pending municipal, state and federal legislation and regulations
- Develop legislative fact sheets, briefs, analyses, and presentations for a variety of audiences, including lawmakers, industry stakeholders and clients
- Testify at hearings before governmental bodies, including but not limited to Arizona state legislative committees, the Arizona Corporation Commission, county boards and city councils
- Assist in managing client political action committees, including drafting meeting agendas and on occasion leading meetings, drafting and monitoring committee budgets and tracking action items to completion
- Lead endorsement processes for clients, including campaign research, sending questionnaires, arranging candidate interviews, and making endorsement recommendations
- Interface with candidates and campaign staff to coordinate client volunteer events
- Recruit, manage and track volunteers on behalf of clients and facilitate client campaign events, such as dropping literature and/or posting campaign signs
- Manage independent expenditure political campaigns, developing campaign material, tracking approved budget contributions and expenditures, approving vendor created material with appropriate disclaimers and managing vendor relationships
- Track legislation and provide internal briefings and analyses to TCLG government relations team
- Draft proposed legislation, with advice from firm’s managing partner
- Lobby individual elected and appointed officials at the local, state, and federal levels of government
- File campaign finance reports and lobbying reports on behalf of our clients and the firm; work with the finance team to collect data and submit the necessary reports to

the appropriate authority in a timely manner; ensure clients and the Firm are registered in the appropriate jurisdictions needed to achieve favorable outcomes for our clients

- Assist with projects that include training, business development, and construction industry relations
- Develop and deliver presentations to industry groups and provide training presentations to existing and potential clients
- Prepare, research and execute agendas and associated material for stakeholder meetings
- Conduct legal research when necessary to assist the Firm or client in making decisions
- Review and inform upper management and clients of political and industry news and events
- Research, develop, execute and track communication plans on behalf of clients throughout the country; coordinate the design and production of print pieces, websites, social media pages, newsletters and videos, in conjunction with appropriate creative vendors and contractors
- Plan and facilitate non-campaign events such as open houses and lobbying events on behalf of firm clients, requiring interface with clients, upper management and outside vendors to effectively meet expectations
- Conduct onsite visits of contractor offices, union halls and training centers; meet with contractors and owners regarding specific projects for signatory contractors
- Track multiple clients to ensure deliverables completed as promised

Skills:

- Strong knowledge of municipal, state and federal legislative processes
- Capacity to become familiar with multiple areas of subject matter, including – but not limited to – the construction industry, organized construction trades labor, public utilities, alternative energy sources and areas of client interest
- Ability to communicate in writing accurately, clearly and with minimal errors;
- Proactive work style, i.e., self-directed, innovative and committed to assisting entire team with work objectives
- Ability to anticipate and facilitate completion of tasks with minimal direction
- Ability to work in a fast-paced and changing environment

Other Requirements:

- Available for early morning, evening and weekend meetings and events as necessary
- Access to reliable transportation for attendance at meetings, events and other client-related activities
- Travel within the United States as business needs arise

Education and Experience:

- 2+ years of lobbying and/or government relations and public affairs management experience or political-related public relations experience, or some combination thereof
- Bachelor's degree in public policy, political science, business, or related degree; Master's degree desired

Work environment/physical demands:

While performing the responsibilities of the Government Relations Specialist, the work environment is primarily within an office or remote work setting. However, as needed, work responsibilities may require participation at off-site events, travel throughout the United States, including occasional visits to construction job sites. The physical demands may require light lifting.

The above description is provided as a general summary of job responsibilities and is not a complete list of all duties to be assigned. The Firm maintains the right to amend, add or delete duties as necessary to meet the needs of the Firm.

Revision Date: 07/2021