



Job Description:
Public Policy Coordinator/Admin. Asst.

Organization Overview

Founded in 1888, the Los Angeles Area Chamber of Commerce represents the interests of businesses in the Los Angeles region. As the region's most prominent business organization with more than 1,400-member companies, the Chamber's vision is "A Thriving Region For All." The Chamber's focus on policy and advocacy, global engagement, and community collaboration for local and regional economic growth and mobility. For more information, visit www.lachamber.com.

Vision for the Future

Our region is on a path toward numerous opportunities that will yield economic growth, as we prepare to host the world for global sporting events. As one of the state's largest chambers, the Los Angeles Area Chamber of Commerce, a five-star accredited Chamber, is well positioned to lead with the bold policy and advocacy to realize the promise of a brighter future for the Los Angeles region.

Position Overview

- Provides clerical support for the Senior Vice President specifically and Public Policy Division as a whole, including, but not limited to, database data entry, mail merges, correspondence, copying and filing.
- Takes reservations and collects fees for Public Policy Division events.
- Maintains public policy events on the Web site.
- Keeps the committee schedules and sends committee-meeting announcements to committee members.
- Arranges rooms and room set up for committee and other Public Policy Division meetings
- Maintains Chamber membership database regarding Public Policy Division committee attendance records and updates of committee member records.
- Provides staff support at Chamber events.
- Provides clerical support for the Events Department, as needed.
- Demonstrate a commitment to the Chamber mission in all work produced.
- Performs other duties as assigned by Senior Vice President & Chief of Public Policy

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Key Responsibilities

LA Jobs PAC

- Coordinates and assists with LA Jobs PAC meetings, minutes and candidate interviews.

Administrative Support

- Completes a broad variety of administrative tasks for the SVP & Chief of Public Policy including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Draft communication as appropriate.
- Support in SVP's outreach efforts to elected offices and other stakeholders.
- Plans, coordinates and ensures the schedule is followed and respected.
- Provides a bridge for smooth communication between the SVP's office and internal departments
- Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately.

Compensation

Hourly Rate: \$23-\$25

Benefits: This position includes Vacation Time; Sick Time; Medical/Dental/Vision Insurance; Flexible Spending Accounts (FSA); Long Term Disability; Life Insurance, 401(k) and commuter/transportation benefits (Metro TAP and Metro-Link Corporate Program).

Reports To: Carlos Singer

Application

LAACC Contact: Carmen Torres, Human Resources Consultant (resume@lachamber.com)

Submission Requirements: Cover Letter & resume

Date Posting Expires: Until filled

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The Los Angeles Area Chamber of Commerce is an equal opportunity employer, dedicated to promoting a culturally diverse workforce. All Qualified applicants will receive consideration for employment without regards to race, color, religion, gender, or national origin.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.