**Position Summary**

Provide support to the Government Relations director(s). Coordinate logistics for meetings, events, socials, political forums, fundraising initiatives, etc. Provide support to the UEA Legislative Team with tracking bills through the legislative session and supporting meetings and projects throughout the year. Support receipt and reporting of political action funds and donor records. Report political action contributions and expenditures to the Lt. Governor's Office. Manage and maintain confidential files for all related program areas. Support the candidate selection processes during election cycles. Support members with government relations and political action work. Maintain and update related pages on UEA website and contact lists as necessary. Support member-led committee meetings that are held after regular business hours. Front desk reception and participation in other UEA projects as needed. Contribute to promoting the success of the organization. Other duties as assigned.

**Qualifications and Duties:**

Associates degree required; bachelor’s degree preferred. Two or more years of experience performing comparable duties preferred. Interest and experience in Utah Politics is helpful. Demonstrated commitment to valuing diversity and contributing to an inclusive working environment. Exceptional attention to detail. Excellent computer skills including typing, knowledge of Microsoft applications and Adobe. Experience or ability to learn and utilize other databases, software programs, etc. (e.g., Voter Action Network, Hustle, WordPress; social media platforms). Proven proofreading, editing and business writing skills. Ability to handle multiple priorities, manage projects and meet deadlines through frequent interruptions. Requires self-direction and excellent interpersonal and judgment skills.

Candidates that are selected to interview will also be asked to complete a few administrative skills testing exercises, to be scheduled separately.

Submit a letter with your interest in this position, your resume, and three professional references with contact information to **HR@myUEA.org**.