



The Arizona Prosecuting Attorneys' Advisory Council (APAAC) is seeking a full-time regular **Legislative and Communication Liaison**.

Job Summary:

Under the direction of the Council and the Executive Director, develops, maintains, and promotes effective community and prosecutor relationships between APAAC and local, state, and federal governmental agencies; elected and appointed officials; and, business and community groups.

- Research and develop Council positions on various public policy issues as directed by the Council.
- Perform duties of legislative liaison on behalf of Council as directed by the Council.
- Serve as media liaison on behalf of Council.
- Communicate APAAC's mission and positions through social media.
- Perform other duties as assigned by Executive Director.

Education and Experience:

Requires Bachelor's degree. Minimum one-year experience in a governmental or non-profit position, or a community relations position advocating on behalf of an organization. Experience compiling and making recommendations regarding legislative issues is key. Experience working with councils, boards, or professional associations preferred.

Other Skills and Abilities:

- Excellent organizational, communication, interpersonal, and research skills
- Knowledge of pertinent federal, state, and local laws, ordinances, statutes, and/or regulations
- Knowledge of principles and methods of legislative analysis
- Ability to clearly and effectively communicate, both verbally and in writing
- Ability to prepare and present clear and concise presentations
- Proficiency in Microsoft Office Suite and with social media
- Ability to exercise tact, diplomacy, and discretion in dealing with highly sensitive, complex, confidential, and controversial issues and/or situations
- Ability to establish and maintain highly-effective working relationships with APAAC members; federal, state, and local elected and appointed officials; members of the media; and, the public
- Proficiency in using applicable internet, social media, technology, and publications to research legislation, regulations, and public policy issues
- Aptitude for tackling challenges on daily basis
- A drive for excellence – takes pride in one's high-quality work
- Important character traits of honesty, reliability, and high integrity.

Schedule:

Standard business hours. Additional hours may be required between January and May.

APAAC provides a total benefits package, including health insurance, state retirement, and paid time off.

For immediate consideration, please e-mail to debrakrutz@cox.net a cover letter explaining how your background and experience meets our needs, along with your resume and salary history.

No telephone calls. EOE