



Position: Coordinator, Akron-Canton Advocacy Alliance

Reports To: Vice President, Akron-Canton Advocacy Alliance

Committee(s): Akron-Canton Advocacy Alliance, GAC Government Affairs Committee, CRCC Government Affairs Committee

Status: Non - Exempt

Scope of Position:

This role is critical to the functionality of the [Akron-Canton Advocacy Alliance](#) (ACAA) and is a staff resource to both the Greater Akron Chamber and Canton Regional Chamber. The primary responsibilities of the role include operations and project management, marketing and communications, and research. This position reports directly to the Vice President, ACAA and will help supervise government affairs interns at both chambers.

Key Areas of Responsibility will include but are not limited to:

Research

- Track and monitor current legislation, emerging policies, and other activities relevant to the business community and our public policy agenda.
 - Maintain & update internal tracking documents focused on bills related to key focus areas (economic & workforce development, education, energy, healthcare, immigration, taxation, utilities)
 - Manage content for the Legislative Radar on ACAA website.
- Work with relevant team members on conducting surveys and using results to inform our advocacy efforts, as needed.

Operations and Project Management

- Manage the ACAA roster and set goals for industry diversity and regular member engagement/participation.
- Support the work of specific member committees involved with the Akron-Canton Advocacy Alliance, GAC Government Affairs Committee, and CRCC Government Affairs Committee.
- Maintain a steady flow of communication between Akron and Canton staff members by leading & organizing staff meetings and maintaining shared documents related to sponsorships, events, and marketing efforts.
- Assist in coordination, preparation and execution of ACAA events and meetings with a specific emphasis on the management of agendas, budgets, logistics, registrations, materials, etc.
- Represent the chamber at community and partner organization events as requested.

Marketing and Communications

- Development of member updates and communications to engage and connect members to the work of the ACAA. This includes active support of email communications, social media posts, newsletter creation (software: Constant Contact), and website management (software: WordPress).
- Maintain contacts database and conduct phone and email outreach to businesses, organizational partners and elected and appointed officials in support of ACAA meetings, events, and initiatives.
- Respond to inquiries regarding the ACAA and its activities, including sharing relevant information, organizing meetings with prospective members, and following up with key stakeholders.
- Manage the scheduling of and preparations for the Advocacy in Action Podcast series.

Preferred Education, Experience and Skills

- Excellent written and oral communication skills.
- Experience/aptitude for research and data analysis.
- Education/experience in Political Science, Marketing/Communications, Public Relations, or related field.
- Aptitude and understanding of business issues.
- Professional presence and able to effectively represent the chamber with members, stakeholders, and community leaders.
- Ability to manage multiple projects simultaneously.
- Proficient in Microsoft Office Package (Word, Excel, and PowerPoint), Microsoft Outlook and LinkedIn.
- Genuine desire to drive local community initiatives forward for the betterment of the Greater Akron-Canton Region.

Pay Range (commensurate to experience):

Final pay and title commensurate to experience. The pay range for the Coordinator, Akron-Canton Advocacy Alliance will be starting at \$45,000.

This position is part of the ACAA team supporting both the Greater Akron Chamber and the Canton Regional Chamber of Commerce. The employment relationship is with the Greater Akron Chamber in support of that work.