



The ERISA Industry Committee

Driven By and For Large Employers

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Position Description -- Public Policy Associate, Retirement and Compensation

About Us

The ERISA Industry Committee (ERIC) is a national business trade association representing the largest and most prestigious companies in the country on health, retirement, and compensation public policies at the federal, state, and local levels. Founded over 40 years ago, ERIC shapes public policy to support the ability of large employers in all industry sectors to offer employee benefits to workers and families across the country.

About the Position

ERIC is seeking a Public Policy Associate to support the retirement and compensation policy and advocacy team, reporting to the Senior Vice President for Retirement and Compensation Policy. This role is vital to ensuring that ERIC identifies policy issues important to our large employer member companies and that the members receive timely updates on federal and state legislative and regulatory developments. The Public Policy Associate plays a key role in developing materials for member companies and making presentations to member companies and other interested stakeholders in person and via webinar.

The ideal candidate enjoys public policy and has at least two years of experience working in federal, state, or local government or at a trade association or lobbying firm. Experience working in a team environment and managing multiple assignments are also important. Strong candidates will have excellent research, writing, and presentation skills and expertise with posting to websites, using database search and legislative tracking services, and creating PowerPoint or similar presentations. Experience building and/or managing coalitions is also beneficial. This position works closely with the Senior Associate for Health Care Public Policy.

Major Duties and Responsibilities

- Help monitor and track federal, state, and local legislation and regulatory proposals, including paid sick and parental leave, retirement security, student loan debt, and financial wellness
- Research and analyze issues relating to state or federal legislation and regulations impacting companies offering benefits and compensation arrangements
- Compile and help draft member e-newsletters, alerts, and other updates
- Prepare PowerPoint and other presentations
- Draft materials including regulatory & legislative comment letters, position papers, talking points, policy summaries, and communications to member companies
- Attend Congressional hearings, policy briefings, and coalition meetings, as directed
- Compile and lead efforts to distribute materials or electronic submissions to policymakers, prospective members, and others
- Present materials on webinars and at conferences

Qualifications

- A Bachelor's degree is required, and a law degree a preferred
- At least two years of relevant professional experience, and knowledge of politics and legislative process required
- Legislative experience and some knowledge of retirement or tax policy helpful
- Must have great attention to detail and excellent communication, writing, and presentation skills

ERIC is the only national association that advocates exclusively for large employers on health, retirement, and compensation public policies at the federal, state, and local levels.

- Ability to successfully manage multiple strategies and projects

Overall, the Public Policy Associate, Retirement and Compensation should be a consummate professional who contributes at the strategic and tactical levels, represents the association in a professional manner, takes an energetic approach to contributing to the success of our organization and its mission, and embraces collaboration and teamwork.

The position is based in downtown Washington, DC, with limited domestic travel. Salary is commensurate with experience.

Please send resume, cover letter, and references to employment@eric.org, outlining both why you are qualified for this job and what you believe you could contribute to ERIC.