



The ERISA Industry Committee

Driven By and For Large Employers

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• (202) 789-1400

• www.eric.org

Job Announcement Public Policy Associate

About The ERISA Industry Committee

The ERISA Industry Committee (ERIC) is a membership trade association whose corporate members are the largest employers in the country. ERIC is the only national trade association that advocates exclusively for large employers on health, retirement and compensation public policies at the federal, state and local levels. ERIC supports the ability of its large employer members to tailor health, retirement and compensation benefits for millions of employees, retirees and their families.

ERIC's team is small and collaborative, working together to create and advance public policies that support our members, while keeping members informed and engaged. We offer an excellent work environment, a competitive salary and a comprehensive benefit package including health, vision and dental insurance, retirement plan participation, paid vacation, sick days and holidays, and transportation benefits. Salary is commensurate with experience.

About the Position

ERIC is seeking a Public Policy Associate to support the health, retirement and compensation policy and advocacy team. This role is vital for ensuring that members receive timely updates on legislative and regulatory developments, and that the ERIC policy and advocacy team have the materials and support needed to advocate for policies on behalf of member companies.

The individual hired for this position will work in collaboration with ERIC's policy and advocacy team and report to the President and CEO.

The ideal candidate enjoys public policy, has at least 3 years of experience either on Capitol Hill, in a federal agency, or at a trade association or lobbying firm working in a team environment managing multiple assignments, and has excellent research and writing skills, and expertise with posting to websites and creating PowerPoint or similar presentations. This is not a lobbying or administrative position.

Major Duties and Responsibilities

- Help monitor and track federal, state and local legislation and regulatory proposals
- Research and analyze issues relating to state or federal legislation and regulations impacting companies offering benefits and compensation arrangements
- Compile and help draft member newsletters
- Prepare PowerPoint and other presentations
- Draft materials including position papers, talking points, policy summaries, communications to member companies, and legislative and regulatory updates
- 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

Skills, Knowledge and Experience

A college degree, at least 3 years relevant professional experience, and knowledge of politics and legislative process required. Legislative experience and some knowledge of health and/or retirement or tax policy helpful. Must have great attention to detail and excellent writing skills.

Send cover letter, resume, references, and salary requirements to: employment@eric.org