

Position Description – Staff Associate, Health and Retirement Policy

About Us

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

About the Position

ERIC is seeking a Staff Associate to support the Senior Vice Presidents for Health Policy and for Retirement and Compensation Policy on federal policy development and advocacy. This role is vital to ensuring that policymakers learn of the issues impacting large employers, and that ERIC's large employer member companies receive timely updates on federal legislative and regulatory developments. Administrative support responsibilities include overseeing various administrative functions and activities of the two SVPs to ensure smooth and efficient advocacy efforts.

In addition to providing administrative support to the two SVPs, the Staff Associate will also provide substantive policy assistance, and help co-staff the Legal, Health, Retirement, and Financial Wellness Committees and Task Forces. The Staff Associate will play a key role in developing materials and presentations for member companies and other interested stakeholders, in person and via webinar. This role will also directly support advocacy efforts including drafting letters to the Hill and Administration, reviewing hearing testimony and issue fact sheets, managing special projects, and researching a variety of sources related to employee benefits costs, coverage proposals, legal opinions, and legislative history.

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, communication and presentation development skills, and some experience posting to websites and using database search and legislative tracking and communication services. This position works closely with the Public Policy Associates for Health Policy and for Retirement and Compensation Policy, who focus on state and local advocacy.

Major Duties and Responsibilities

- Helping to plan advocacy events and meetings, managing information flow, including preparing, editing, and proofreading member company updates and other materials, compiling Hill packets and other briefing materials, maintaining

accurate contact lists, and handling calendar management, travel arrangements, and expense reports

- Monitoring and tracking federal legislation and regulatory proposals related to health, retirement, and compensation policy, including prescription drug costs, surprise medical billing, student loan debt, paid leave, retirement security, and financial and health wellbeing
- Compiling and helping draft comment letters, position papers, talking points, policy summaries, and other materials
- Preparing compelling and graphically sophisticated presentations for webinars, conferences, etc.
- Attending and reporting on Congressional hearings, policy briefings, and coalition meetings
- Compiling and leading efforts to distribute materials or electronic submissions to policymakers and other relevant stakeholders

Qualifications

- At least two years of relevant professional experience, and knowledge of political and legislative processes
- Legislative experience and some knowledge of health, retirement/compensation, or tax policy helpful
- Expert in PowerPoint, Prezi, and other presentation programs
- Must have great attention to detail and excellent communication and writing skills
- Ability to successfully manage multiple strategies and projects

Overall, the Staff Associate, Health and Retirement Policy, 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 and cover letter to employment@eric.org, outlining both why you are qualified for this job and what you believe you could contribute to ERIC.