



EXTERNAL AFFAIRS MANAGER

Reports to: President/CEO
Status: Full-Time
Classification: Exempt
Location: Anchorage, Alaska

Summary of Position

The External Affairs Manager position is to develop and coordinate public and government affairs efforts to promote AOGA's goals and objectives. This position plans, organizes and executes programs that will enhance AOGA's relationships and association with the legislature, state and federal agencies, key stakeholders, industry employees and the Alaskan public. This position manages and provides staff support to key committees, such as the Government and Public Affairs (GPA) Committee and other committees as necessary.

Essential Functions

Manage the Government and Public Affairs Committee and its task groups and other committees as necessary. Recommends and implements strategy for accomplishing the Committees' objectives and provides appropriate follow up to actions taken by the Committees.

Monitor and evaluate state legislation, other governmental actions and initiatives and manages AOGA review of and response to said legislation, etc. Provides regular reports to the President and CEO and AOGA members on the status of pending legislation affecting member companies and AOGA objectives.

Maintain liaison with legislators, legislative staff and state legislative agencies.

Under direction of the President/CEO & Government and Public Affairs Committee, initiates and implements advocacy programs such as employee outreach efforts, public opinion research, website content, multi-media advertising, social media efforts and direct mail efforts. This includes managing AOGA's "O&G Alaska" effort.

Manage AOGA's website & other social media outlets; regularly provides relevant and updated content.

Support the President/CEO in representing the association with the media and coordinating media responses.

Support the President/CEO in developing public presentations and giving presentations as needed.

Assist the President/CEO in developing and maintaining the association's advocacy budget.

Assist the President/CEO in planning the Association's Annual Conference, and all Board of Director outreach trips, including the annual legislative luncheon in Juneau.

Supervise development of any informational publications for distribution to AOGA members, the public and government agencies.

Serve as the point of contact for any contract agencies on advocacy and communication efforts as necessary.

Manage all public education and/or campaign efforts as requested by the Government & Public Affairs Committee.



Manage educational seminars and tours.

Provide interface between governmental agencies, the public and the industry, ensuring accurate and timely dissemination of information.

Assist in the preparation of AOGA comments and public statements on legislative issues and regulatory proposals, facilitating committee member agreement and ensuring a quality product and consistency with established AOGA and member company positions.

Assist the President/CEO with the management of other committees as necessary, especially those that may have legislative issues such as Tax.

Perform lobbying activity as necessary, and assists in the development of legislative testimony. In the absence of the President and CEO, may need to present AOGA testimony.

Maintains active memberships in related professional associations and industry organizations.

Perform other technical and support functions as assigned by the President/CEO.

Education and Experience

A degree in communications/public relations related field and five years of experience preferred, or ten years of experience in an oil and gas or public policy/communications related field.

Knowledge and Abilities

Ability to work in a committee situation effectively and coordinate committee efforts to achieve consensus on committee actions and policy positions, with the ability to mediate and negotiate potential disputes or misunderstandings among member companies and/or between member companies and public agencies with diplomacy and tact.

Strong writing and editing experience, including experience with online and social media outlets.

Strong verbal skills. Articulate. Concise.

Ability to understand and maintain confidentiality.

Ability to establish working relationships with local, state and federal officials as well as the press and public.

Ability to travel to Juneau on frequent basis as needed each legislative session.

Experience working on advocacy projects and/or political campaigns.

Interest in developing an in-depth knowledge of Alaska industry operations and understanding of government operations and statutory and regulatory requirements to which the industry is subject.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Physical Requirements

Mobility

Seeing

Lifting up to 20 lbs occasionally

Speaking/Hearing

Sitting

Use of fingers/Manual dexterity

Work Environment

Indoors: normal office conditions, 95% of the time

Outdoors: varying conditions, 5% of the time

Acknowledgement

Employee

Date

Supervisor

Date

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.