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# Example of Public Policy Associate Job Description

Our company is hiring for a public policy associate. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for public policy associate

* Assist in the development and implementation of legislative and communications strategies, including the coordination of project staff and external partners
* Assist in ensuring all state assistance components are well-coordinated and strategically focused
* Assist in the production and dissemination of state-based publications from the project and its partners, including generating ideas for publications (that may include original research), managing development of the ideas into viable publications, and drafting copy and graphics
* Develop relationships with respected policy makers in the field and seek out potential partnerships to advance the project’s agenda and expertise
* Maintain and continue to develop an understanding of emerging sentencing and corrections issues by monitoring publications and participating in conferences, seminars and other professional development activities
* Collaborate with PPGA to identify and monitor key policy trends with implications to BIIB’s portfolio
* Evaluate strategic and financial impact of healthcare and policy changes on the US commercial organization
* Monitor trends and changes made by external “value frameworks”
* Educate commercial organization on changes in traditional US payer channels/healthcare reform and impact on BIIB portfolio
* Engage with third party organizations and trade groups

## Qualifications for public policy associate

* Detailed knowledge of the German political landscape and legislative processes is mandatory
* Candidate must speak German and fluent English
* Candidate must speak Spanish and fluent English
* Disease-specific policy experience
* Possess a very high level of personal and professional integrity and trustworthiness
* Sense of humor and ability to remain calm and professional under pressure