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# Example of Public Policy Associate Job Description

Our innovative and growing company is looking to fill the role of public policy associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for public policy associate

* Assist in the production and dissemination of project and partner publications, including generating ideas for original research and publications, managing development of the ideas into viable publications, and drafting copy and graphics
* Develop relationships with respected policy makers in the field and seek potential partnerships to advance the project’s agenda and expertise
* Maintain and continue to develop an understanding of emerging juvenile justice issues by monitoring publications and participating in conferences, seminars and other professional development activities
* Represent Pew at conferences, meetings, and other events, including preparing materials for distribution and making presentations
* Perform a wide variety of clerical and office duties to assist the Director and Senior Admin in support of Policy Studies Center activities
* Answer phones, greet visitors and provide information to students/visitors
* Operate a wide variety of office machines including computers and copiers
* Communicate effectively bot orally and in writing
* Sort/route interoffice mail
* Perform a wide variety of clerical and duties to assist in Dean’s office activities and assist the Sr

## Qualifications for public policy associate

* Bachelor’s degree, preferably in public policy, political science, health policy or aging
* 3-5 years experience as a state legislative staff person, state affairs manager or in state policy analysis and direction for a national organization
* Refined verbal and written communications skills, public speaking and presentation skills
* Ability to build strong relationships with staff, volunteers, public officials, and outside organizations
* Ability to work independently and to manage multiple tasks
* Flexibility to adapt to changing opportunities and to balance competing priorities