



Position Title: **Legislative Liaison Officer**

Organization: US Army Auxiliary Activation Project

Location: Remote

Position Type: Volunteer, Unpaid.

**Position Overview:** The Legislative Liaison Officer will be responsible for creating and advocating for the establishment of the US Army Auxiliary with various elected officials including members of the US House of Representatives, US Senate and other interested parties and monitoring laws and regulations that impact the nonprofit organization. The Legislative Liaison Officer will engage in research and analysis of proposed laws and regulations, attend public meetings and hearings, and present the organization's position on various issues.

**Key Responsibilities:**

- Serve as a communication link between the US Army Auxiliary Activation Project and legislators.
- Monitor legislative activity at the state and federal levels and evaluate impacts on the organization.
- Advise executive leadership and staff on legislative developments and trends.
- Engage with legislators and other stakeholders to promote the organization's priorities and interests.
- Coordinate the development of legislative positions, messaging, and related content.
- Prepare and deliver testimony and supporting materials for legislative hearings and meetings.
- Build and maintain relationships with key legislators, staff, and other government officials.
- Attend legislative functions, such as committee meetings or receptions, on behalf of the organization.
- Analyze legislative proposals and provide input on potential impacts on the organization's policies and operations.

**Qualifications:**

- Preferred: Bachelor's degree in Political Science, Law, Public Administration, or a related field. We are more interested in the applicant's skill and ability to establish

and maintain relationships with government officials, elected representatives, and lobbyists to influence policies that benefit the organization.

- Experience in legislative affairs, government relations, or a related field.
- Strong understanding of the legislative process and how policies are crafted.
- Excellent communication, analytical, and relationship-building skills.
- Ability to negotiate, persuade, and build relationships with key stakeholders.
- Experience working with lobbyists, stakeholders, and policymakers.
- Passion for the nonprofit sector and commitment to the organization's mission.

**Salary Range:** *Volunteer, Unpaid*

**Application Process:** Interested candidates should submit a resume, cover letter, and specific experience in this field to [admin@ArmyAux.org](mailto:admin@ArmyAux.org)