

**ALASKA OIL & GAS ASSOCIATION
POSITION SUMMARY
COMMITTEE & PROJECT COORDINATOR
FEBRUARY 2014**

FLSA: Exempt
Salary: Depends on Experience

Position Summary

This position serves as the Committee & Project Coordinator for AOGA. This position:

- Coordinates special projects for the Association and provides support to the AOGA team, including the President/CEO, Regulatory & Legal Affairs Manager, and External Affairs Manager.
- Coordinates and provides staff support for AOGA Committees, such as Offshore Committee, Cook Inlet Task Group, and Tax Committee.

Specific Duties

- Issue Work: Research issues, attend meetings (state and federal agencies, legislative committees, and other stakeholder engagement), develop comments, present oral testimony at meetings, and continually monitor issues.
- Event assistance: including planning, preparing materials, assisting in development agenda.
- Represent industry: attend meetings, conferences, hearings (legislative and other agencies) on behalf of the Association.
- Prepare summaries and reports for AOGA staff and members.
- May involve working evenings and weekends as necessary.
- May need to respond to media requests as necessary.
- Some travel required.

Basic Qualifications

- A bachelor's degree in public policy, public administration, and/or political science is preferred.
- Strong writing, editing and interpersonal communications skills.
- Ability to understand and maintain confidentiality.
- Ability to utilize Windows-based word processing, email and presentation programs.
- Ability to be a self-starter, yet work as a team in a small office setting.
- Ability to research complex issues and effectively communicate about them.
- Ability to multi-task, organize several projects simultaneously, be articulate.

To Apply

Submit cover letter, resume, and references to Ms. Kara Moriarty, AOGA President/CEO via email (moriarty@aoga.org) by close of business, Friday, March 7, 2014.