

Government Relations Coordinator

Job Description

(3 year term)

Purpose

The purpose of the Government Relations Coordinator is to serve as a liaison between the organization and external governmental entities. Promoting opportunities for students to experience the governmental processes and ensuring that student voices are heard.

Duties

- Oversee the Government Relations committee.
- Work on action plan for all items on agenda and complete with deadlines
- Oversee the Student Summit Program
 - ◆ Communicate with the House of Representatives to obtain permissions and agreements related to the program.
 - ◆ Schedule and oversee the application process and scheduling for the program
 - ◆ Work with the SBE Reps to coordinate discussion topics and train the discussion leaders
- Oversee the Senate Youth Program
 - ◆ Communicate with the Hearst Foundation and PDE to obtain permissions and agreements related to the program.
 - ◆ Schedule and oversee the application process including the scoring of the applications and interviews
- Oversee the student members of the State Board of Education (SBE)
 - ◆ Coordinate with the Executive Director, the Assistant Executive Director, and State Board of Ed to conduct the application and interview process.
- Work on Voter registration and other Civic engagement initiatives for schools.
- Coordinate and develop other programs such as but not limited to: Capitol Ambassador program
- Help develop positive relations with the Pennsylvania Department of Education (PDE).
- Maintain and update all relevant information and applications on pasc.net

Other Expectations

- Attend all Executive Board meetings during the year (1 virtual, 1 in person)
 - Hold, at least, two virtual committee meetings per year.
 - Prepare an agenda for each committee meeting.
 - Coordinate with the student committee chair on agenda and report for the Executive Board meetings.
 - Respond to emails and other correspondence in a timely manner
 - Maintain and update all relevant dates on the PASC master calendar.
- More detailed information available upon request

How to Apply

Complete an application, available at <https://www.pasc.net/exec-board-positions>
Please send any questions to executivedirector@pasc.net

Position created July 2017

Revised: Jan 2018

Revised: July 2025