

## **STATE LEGISLATIVE OFFICER**

**Reports to:** Government Relations Officer

**Function:** Assist the National Leadership with the planning and implementation of their goals and vision for the CAP legislative and government relations programs at both the national and state levels.

**Authority:**

**Responsibilities include:**

- Liaise between the National Staff and membership on legislative and government relations matters
- Work in coordination with the National Staff in implementing, developing, and upgrading the legislative and government relations programs
- Identify solutions to existing or emerging legislative and government relations problems and opportunities
- Coordinate the activities of a National Legislative Team to support key legislative actions at the direction of the National Leadership
- Provide supervision, including constructive feedback and corrective actions, to subordinates in a timely, respectful manner
- Provide assistance and support, as directed, to related CAP programs including the annual CAP Legislative Day and National Staff College
- Assist with key national level programs in the Washington DC area as directed by the National Leadership
- Promote a strong safety and Operational Risk Management Program within CAP
- Perform all other duties as assigned

**Desired requirements for position:**

- Lieutenant Colonel
- Two years of command or staff experience at the Wing, Region, or National level