



Title: Public Policy Assistant; Part or Full Time Available

About Us

JHL Company is a full-service consulting firm offering a full suite of services to meet each of our client's unique needs. We have over 20 years of experience in handling every aspect of our services from strategic planning to execution and goal tracking across three key disciplines: event planning and management, communications, and public affairs. JHL works closely with both for-profit and not-for-profit entities, trade organizations, corporations, and government offices. We excel at maximizing relationships so that our clients reach their full potential. We do it right.

Position Summary

The Public Policy Assistant is responsible for implementing the day-to-day activities of client projects under the supervision of senior leadership.

Core Competencies

The position will have a focus on research and copywriting for multiple clients and engaging with a variety of audiences. The candidate must have the ability to work on several projects at once and an understanding of the political and business landscape in Texas, and experience with digital strategy. Basic knowledge of social media and digital platforms to properly distribute key messaging. Understanding of legislative messaging and how to properly communicate public policy positions to target audiences.

Critical Responsibilities

- Assist the Public Affairs and Communications team in daily execution of communications and public affairs activities for multiple clients
- Assist JH leadership with target audience identification and outreach
- Daily writing, media relations, stakeholder relations, result tracking and reporting
- Build relationships with client's stakeholders and set meetings or provide updates as needed
- Create and maintain a variety of status documents for clients including project timelines and reports
- Manage time on multiple projects and clients
- Conduct research for client and internal projects
- Willingness to work until the job is done
- Quick learner willing to take on tasks never done before
- Create written materials, messaging, and content such as press releases, e-blasts, media alerts, etc.
- Assist in management all social media channels for legislative clients, including day-to-day engagement, strategy, and advertising

Daily responsibilities:

- Copywriting: Craft copy for social media, traditional media (press releases, op-eds, etc.), website copy, one pagers

MAKE THE CONNECTION

1401 Rio Grande, Austin, Texas 78701 | 512-236-1001 (p) | 512-236-1004 (f) | info@jhlcompany.com



- Content management: Responsible for assisting project managers on content for all clients and implementing digital strategies.
- Concepting: Support project managers by offering ideas and feedback for new campaigns + stay up-to-date on trending topics to help generate content.
- Creative brainstorming: You will be highly involved in the content planning process and expected to help formulate and maintain monthly content calendars for clients, as well as contribute ideas that create new streams of engagement.

Minimum Qualifications

- Bachelor's Degree
- One year of experience and/or relevant internship experience
- Strong written communication skills

Compensation

A competitive compensation package will be offered to the right candidate including insurance benefits, a retirement plan, and a personal leave allowance.

To apply, please submit a cover letter, resume and references to taylor@jhlcompany.com.

MAKE THE CONNECTION

1401 Rio Grande, Austin, Texas 78701 | 512-236-1001 (p) | 512-236-1004 (f) | info@jhlcompany.com