

Date Posted: 06/21/12

**University of Houston  
Graduate College of Social Work  
JOB OPPORTUNITY POSTING**

- Job Title:** Administrative Assistant, Government Relations
- Employer/Agency:** Planned Parenthood Federation of America (DC)
- Job Description:** Serves as assistant to the Vice President for Public Policy and Government Relations including scheduling, correspondence, compiling materials for meetings, organizing files, event management duties, and general support. Provides scheduling assistance and other office assistance to the Director of Legislative Affairs and the Director of State Policy. Tracks legislation and manages department-wide bill tracking process. Monitors all Congressional floor activity and schedules. Scans Congressional Record for key activity and initiates follow-up correspondence. Serves as initial contact for affiliates and primary manager of all legislative affairs documents on extranet. Coordinates weekly departmental meetings and other key planning meetings. Maintains schedule of all department conference calls. Processes pay orders and reimbursement requests, maintain electronic filing, manages the department's effort reports, etc. Maintains comprehensive legislative affairs department calendar. Manages supply orders for Government Relations department. Sorts and deliver the Government Relations department's mail. Assists the Government Relations department with mailings, faxes, and copies as needed. Renews and pay all necessary billing to maintain department subscriptions.
- Qualifications:** Bachelor's degree preferred. One to two years of directly related, progressively responsible administrative support experience with experience in project management preferred. Strong computer skills including word processing, database, spreadsheet and use of the internet. Exceptional attention to detail. Ability to work as part of a team.

Basic understanding of reproductive health issues. Strong interpersonal, organization, communication, and customer service skills a must. Ability to work independently, under pressure, prioritize and to handle multiple tasks simultaneously. Knowledge of diverse groups, working with a multicultural workforce and sensitivity and appreciation to cultural differences is preferred

Planned Parenthood Federation of America is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. Planned Parenthood of America does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law. Planned Parenthood Federation of America is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, customer focus, and innovation.

**Salary/Hours:** DOE

**Employer/Agency:** Planned Parenthood Federation of America National Office

**Address:** 1108 16<sup>th</sup> St., NW  
**City, State, Zip:** Washington, DC 20036

**Contact Person:** Kathleen Sherwin  
**Contact Title:** Advisor

**Telephone Number:** 212.261.4536  
**Fax Number:**  
**Email Address:** Kathleen.sherwin@ppfa.org

**Application Method:** Apply online at  
[https://plannedparenthoodext.hire.com/viewjob.html?e\\_rjob=73130](https://plannedparenthoodext.hire.com/viewjob.html?e_rjob=73130)  
Application Deadline: July 3, 2012

**Opening Date:** Immediate

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at***

[mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.  
*Thank you*