

## *Project Manager*

The TJC Group is seeking a full-time Project Manager who will be responsible for assisting the Director of Governmental and Regulatory Affairs and the Director of Strategic Communications. The Project Manager will report directly to both directors and will be heavily involved with the stakeholder engagement work of our growing consulting firm.

### **Roles & Responsibilities**

- Collaborate with the Director of Governmental & Regulatory Affairs and the Director of Strategic Communications on all projects.
- Provide comprehensive meeting and event organization from inception to execution.
- Coordinate flow of information and communication and disseminate according to plan/strategy.
- Draft strategic communications: presentations, issue papers, backgrounders, etc.
- Coordinate and deliver email campaigns.
- Develop and edit presentations and videos as assigned.
- Attend meetings on behalf of clients.
- Generate meeting notes and execute pertinent action items and follow up.
- Participate in brainstorming and planning sessions.
- Draft and post content for client social media.
- Manage project management tasks in CRM system.
- Manage calendars and media lists.
- Manage social and media monitoring for clients and generate reports as needed.
- Manage legislative tracking and reporting.
- Research and track data relative to clients.
- Assist with association management.
- Facilitate meetings as needed.
- Attend weekly staff meetings.

### **Experience and Requirements**

- Undergraduate degree in related field preferred.
- Two years' experience in public affairs and/or governmental & regulatory affairs (Louisiana preferred).
- Knowledge of governmental processes (federal, state, and local) preferred.
- Interested in career growth in the field.
- Self-starter, self-motivated, curious.
- Good communication skills (written & oral), especially strong writing, proofing, editing skills.
- Comfortable communicating with clients directly.
- Flexible and able to shift needs quickly.
- Comfortable managing multiple projects simultaneously.
- Skills required: Microsoft Office proficiency, Google Suite proficiency, basic design and graphics skills, organizational skills, familiarity with CRM systems.

*Salary commensurate with experience and education*

*The TJC Group is a Baton Rouge consulting firm specializing in stakeholder Engagement – helping clients engage with and connect to their stakeholders to build knowledge, understanding, and trust. Specific services are:*

- *Communications*
- *Governmental and Regulatory Affairs*
- *Community Engagement*
- *Community Advisory Panels/Councils*
- *Association Management and Support*