

**Public Policy Specialist**

Full-Time Position

Reports to: Manager of Communications and Legislative Affairs

Salary Range: \$55,000 - \$62,500/year

**WORKING REQUIREMENTS**

In-office - Downtown Kansas City, Missouri

Periodic day and overnight travel (5% - 15%)

**Summary**

MHDC is seeking a full-time Public Policy Specialist for the Operations Division of MHDC. This position will support the Communications and Legislative Affairs Manager in the development, implementation, and interpretation of new or revised legislation and policies that affect Missouri Housing Development Commission (MHDC) and the state's housing policy. This position will track relevant legislation, research key issues, and support internal and external communications. Reasonable accommodations will be made to disabled individuals.

**ROLES AND RESPONSIBILITIES**

**Essential Duties**

- Monitor federal and state legislation and policy changes affecting MHDC business.
- Conduct investigations or special studies of legislation moving and/or passed by the Missouri General Assembly and United States Congress.
- Advise the Communications and Legislative Affairs Manager on all significant legislative activity taking place.
- Assist with policy and statute analysis to guide overall organization compliance and strategy.
- Compile data and draft documents or reports as requested or necessary for the efficient administration of business.
- Research and seek out new sources of public or private funding for MHDC housing programs.
- Provide support for Communications and Legislative Affairs team with internal and external communications tasks.
- Attend Missouri state legislative hearings in Jefferson City, meetings/conferences, and development events as needed.
- Participate in determinations related to the coordination of business development and services that affect MHDC.
- Make decisions using intuition and creative thinking within broad policy guidance and seek guidance when extremely difficult or critical issues are presented.
- Maintain appropriate files and documentation as necessary or required.
- Maintain and protect confidential information.
- Maintain a professional relationship with others by ensuring a sense of mutual trust, concern, respect, and teamwork.
- Assist employees, vendors, state agencies, departments, divisions, and organizations in a friendly and efficient manner.
- Coordinate internal and external meetings as needed.

- Conduct self in a professional manner and project a positive image of the agency at all times through communications, attitude, and appearance.
- Travel as directed, which may include travel on short-notice, multiple-day travel, overnights, weekends, and out-of-state travel (5% - 15%).
- Competently utilize software systems.
- Attend and actively participate in meetings and training programs as directed.
- Maintain professional appearance and demeanor.
- Comply with all policies of MHDC.
- Working in the office is an essential job function of each position at MHDC, some job duties may require working in an out-of-the-office setting to fulfill necessary work-related duties.
- Other duties as assigned.

## **DESIRED QUALIFICATIONS**

### **Education and Experience Preferences**

- Bachelor's degree in public relations, public policy, public administration, political science, or a closely related field, or relevant experience.
- Experience in government relations, public relations, and/or communications.
- Experience in local, state, or federal government, public policy, or public administration organizations.
- Experience with housing policy is a plus but not required.

### **Skills**

- Critical thinking and problem solving.
- Utilize Microsoft office systems.
- Demonstrate excellent written and oral communications skills.
- Attention to detail.
- Capacity to work on several projects simultaneously and keep them organized.
- Openness and adaptability to quickly changing workloads and deadlines.

**To be considered for the position, please submit your resume and cover letter to Human Resources.**