



# MCALLISTER & QUINN<sup>LLC</sup>

Winning Strategies. Proven Track Record.

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## **McAllister & Quinn Legislative Assistant**

McAllister & Quinn is a federal government relations and grants consulting firm headquartered in Washington, D.C. We offer our 150+ clients a unique blend of strategic government relations and comprehensive grant consulting. We succeed for our clients because we are relentless, entrepreneurial, creative, and strategic. We focus on outcomes and we emphasize strong internal communication and team work. At M&Q we invest in people and provide opportunities for internal and external professional development, mentoring, and a culture that encourages learning on the job. We are looking for an articulate team player to join our firm as an entry level full time staff with growth potential and a chance to learn something new every day.

The Legislative Assistant will report directly to a Managing Partner of the firm and work with other team members across our healthcare, lobbying, and research universities practice areas. This position requests a two-year commitment with an excellent opportunity for growth, a collegial and challenging work environment, and excellent benefits.

### **Primary Duties and Responsibilities:**

- Coordinate and schedule all meetings, prepare and manage all materials, travel logistics, and itineraries for Managing Partner and team travel.
- Report to and work directly with the Managing Partner to research, develop, plan, and execute federal government relations and strategic business development strategies.
- Conduct issue/topic area research, analysis of federal budget justification documents and appropriations bills, as well as related legislative and federal policy matters.
- Assist in crafting updated memos, congressional testimonies, and newsletters for clients in specific sectors suitable for dissemination with light supervisory review.
- Independently coordinate team members and client points of contact on scheduling and coordinating the Managing Partner's availability.
- Coordinate substantive interactions with Congressional and federal agency offices.
- Assist in developing client deliverables including webinars, presentations, and testimonies.
- Independently analyze legislation and client issue areas to develop a sufficient level of knowledge to serve as a subject matter expert on those programs for clients.
- Handle short deadline research projects with strong attention to detail.
- Manage all other administrative tasks as assigned.
- Occasional travel outside Washington, DC area (less than 10%)

### **Candidate Qualifications:**

- 1-2 years of applicable professional experience with office/administrative experience and a preference for government relations and/or federal grants experience, and
- Experience with homeland security, defense, and/or healthcare policy issues is a plus
- Familiarity with Congress, federal appropriations, the legislative process is desired
- Superior candidates will have both administrative experience and federal lobbying experience/exposure
- Self-starter who can organize their time to add value to the team with light supervision
- Superior writing and editing skills
- Ability to synthesize and accurately summarize lengthy and complex materials
- Strong verbal communication skills via phone, email, and in personal interactions
- Flexible mind able to work on multiple issues in different areas in a single day, every day
- Comfortable researching new topics, gathering information, and distilling research into useful preliminary recommendations on short timeframes
- Detail oriented with strong project management and planning skills
- Strategic, creative, service oriented, and adaptive professional mindset
- Ability to troubleshoot problems when they arise and to work independently
- Very strong proficiency in Microsoft Office, and Adobe, with focus on Outlook, Word and PowerPoint.
- Minimum of Bachelor's Degree with a preference for policy oriented field

### **Compensation & Benefits:**

- Normal work hours are 8:30 am through 5:30 pm Monday through Friday
- Competitive 401(k), medical, vision and dental insurance plans, commuter benefits, healthcare HSA/FSA options, company-funded long-term disability insurance
- Salary will be commensurate with experience
- Flexible vacation and leave policy

Interested individuals, please send cover letter and resume in a single PDF file to [kwhite@jm-aq.com](mailto:kwhite@jm-aq.com).