Legislative Analyst & Research Assistant

Copic Job Description

JOB OVERVIEW	
JOB TITLE	Legislative Analyst & Research Assistant
DEPARTMENT	Public Affairs Department
FLSA CLASSIFICATION	Exempt
REPORTS TO	Director, Public Affairs

JOB SUMMARY

The Legislative Analyst & Research Assistant provides internal legislative research, bill tracking, communications, and compliance support for Copic's Public Affairs department. This position serves as an internal resource for initial bill review, coordinating issue analyses from existing policy positions and internal subject matter experts. This position, with the support of the Director of Public Affairs, coordinates with Legal, Corporate Marketing & Communications, and other internal teams, and drafts legislative communications for internal and external audiences. By strengthening internal research and process support, this position allows the Director, Public Affairs and Senior Vice President to focus on managing teams on the ground and on external engagement within Copic's markets, in support of Copic's mission to improve medicine in the communities we serve.

KEY RESPONSIBILITIES

- Legislative research and analysis: Create one-pagers, identify issue-specific frameworks, and coordinate internal and external data resources to support Copic's policy positions. Work with internal teams to keep issue analysis current and maintain a centralized repository of that analysis.
- Bill tracking and policy review coordination: Work closely with the Director, Public Affairs to lead legislative bill tracking and to coordinate bill and policy review with Legal and other internal teams.
- Drafting of internal and external communications: Draft quarterly legislative landscapes, monthly Voter Voice updates, post-session reports, and other communications as requested. Support editing and deadline management and serve as a liaison between the communications and legal departments.
- Internal coordination: Support the annual post-session coordination of internal teams so company leaders are aware of new policy developments and any potential impact or changes Copic may need to make.
- Compliance reporting: Lead political finance compliance reporting to the appropriate state agencies.

REQUIRED QUALIFICATIONS & SKILLS

- Bachelor's degree in political science, public policy, public administration, communications, or a related field, or an equivalent combination of education and experience.
- 2+ years of experience in legislative research, policy analysis, government affairs, or a related field.
- Strong research and analytical skills, with the ability to distill complex legislation and policy issues into clear, concise summaries.
- Excellent written and verbal communication skills, including drafting, editing, and proofing.
- Strong organizational skills and the ability to manage multiple projects and tasks while meeting deadlines.
- Ability to collaborate effectively with internal teams, including Legal and Corporate Marketing & Communications, and with external partners such as contract lobbyists as directed.
- Ability to maintain confidentiality and exercise sound judgment with sensitive information.
- Proficiency in Microsoft Office programs, including Word, Excel, and PowerPoint.

DESIRED QUALIFICATIONS & SKILLS

- Experience tracking legislation across multiple states and working with state legislatures.
- Knowledge of political finance compliance and reporting requirements.
- Familiarity with advocacy and legislative communications platforms, such as Voter Voice.
- Understanding of health care policy or the medical professional liability insurance industry.
- Ability to work independently and maintain a high quality of work with little supervision.
- Flexibility in adapting to tight deadlines, changing priorities, and legislative session schedules.

WORKING CONDITIONS

- Typical office environment.
- Hybrid schedule. Office located in Denver, Colorado.
- Schedule: Full-Time, 40 hours per week; long or unusual hours as needed, sometimes on short notice.

ABOUT COPIC

Copic's mission is to improve medicine in the communities we serve. We strive to be the premier diversified service organization providing professional liability insurance and other needs of the health care community through advocacy, innovation, and the commitment and dedication of our employees.

We offer competitive wages, a comprehensive and highly sought-after benefits package, and a great work environment with fun, friendly people who truly enjoy their work. Hiring range for this position is $68,000/annually to $85,000/annually.

***Disclaimer**: This is not meant to be comprehensive. Job duties and/or qualifications are subject to change depending on business need.*