JOB TITLE: Government Relations Manager  
DEPARTMENT: Government Relations, Reports to: Vice President, Government Relations

United Spinal Association has an open position for a part-time, Government Relations Manager position in its Washington, DC office. United Spinal Association seeks a Government Relations Manager to work with an energetic and dedicated team. This position reports to the Vice President, Government Relations. Manager will assist in promoting the association’s policy priorities for individuals with disabilities, including veterans, specifically: healthcare, transportation, employment, technology access, emergency management and preparedness and disability rights issues. This position is part-time and is based in our Washington, DC office with options for telework.

How to Apply: Candidates should send cover letter, résumé, a short writing sample to jobs@unitedspinal.org with “Government Relations Manager” in the subject line. United Spinal is an equal opportunity employer. People with disabilities are encouraged to apply.

Qualifications: Qualified candidates must possess a Bachelor’s degree in political science/government relations, public policy or public health or related field with excellent writing and communication skills, a demonstrated interest in advocacy and a proven ability to multi-task. Active in the disability community, experience on Capitol Hill or federal agencies and/or service in the U.S. Armed Forces is preferred.

Education: Bachelor’s degree or similar. Master’s degree and several years of prior work experience is preferred.

Duties and Responsibilities:

- Engage in regular dialogue with Congressional offices, Federal agencies and the Administration.
- Attend and report on Congressional briefings, hearings and other United Spinal partner and coalition meetings as well as track legislation and regulatory issues.
- Draft regular communications and updates for United Spinal’s networks.
- Assist with policy and program planning for annual policy and advocacy conference, Roll on Capitol Hill.
- Provide regular communications and updates to United Spinal leadership and members on legislative and regulatory developments.
- Represent United Spinal in Washington D.C. (with some options for travel outside of D.C.) and assist with Congressional and media inquiries on legislative and regulatory priorities.
- Respond to inquiries from members and non-members on government relations issues.
- Perform other duties as assigned.

Application Information:
Please send in résumé, cover letter and short writing sample to email: jobs@unitedspinal.org. United Spinal is an equal opportunity employer. People with disabilities are encouraged to apply. This position is a great opportunity for someone who is looking for a flexible schedule.

Hours/Benefits: Part-time: 20 hours/week minimum.

United Spinal Association is the largest non-profit organization, founded by paralyzed veterans, dedicated to enhancing the quality of life of all people living with spinal cord injuries and disorders (SCI/D), including veterans, and providing support and information to loved ones, care providers and professionals. United Spinal has 75 years of experience educating and empowering over 2 million individuals with SCI/D to achieve and maintain the highest levels of independence, health and personal fulfillment. United Spinal has over 58,000 members, 50 chapters, close to 200 support groups and more than 100 rehabilitation facilities and hospital partners nationwide including 14 distinguished Spinal Cord Injury Model System Centers that support innovative projects and research in the field of SCI. United Spinal Association is also a VA-accredited veterans service organization (VSO) serving veterans with disabilities of all kinds. www.unitedspinal.org.