



Regulatory & Legislative Affairs Research Associate

The Regulatory & Legislative Affairs Research Associate position will provide the qualified candidate with substantive experience in the state government affairs space, beginning as early as January 2017.

Duties:

- Research regulatory and legislative issues of interest to clients at state and federal levels.
- After completing training, manage regulatory and legislation tracking for select states.
- Monitor news and information sources for key policy developments.
- Provide regular written summaries of developments on assigned issues, including policy papers and panel discussions, for PRQ senior staff and clients.
- Participate in staff meetings to discuss status and needs of various projects for current PRQ clients.

Requirements:

- Highly proficient with challenging Internet-based research. Demonstrated ability to successfully complete broad, deep and sometimes arcane searches.
(Top candidates will be asked to complete a short, objective test of their Internet research abilities, directly related to the information P.R. Quinlan provides clients)
- Attention to detail, strong writing skills, and ability to efficiently evaluate and organize information is also critical.
- One to two years of experience with energy issues is highly valued.
- Legislative or government internship experience strongly preferred.
- Previous experience with legislative, legal, and policy tracking or docket management will strengthen application significantly.
- At minimum requires a Bachelor's degree in Political Science/Government, Law, Economics, Public Policy, Public Administration, or similar field of study.

The position is based at P.R. Quinlan's downtown Washington, D.C. office (Metro-accessible; two blocks from the McPherson Square station on the Blue/Orange/Silver lines); however, work may also be done remotely, depending on the candidate and their location.

Compensation depends on experience and skill-set. This is a part-time position with long-term potential for exceptional candidates.

Please send resume and cover letter to Frank Caliva at frankcaliva@pquinlan.com, along with two professional references and a short writing sample.

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