



Position: Government & Corporate Affairs Supervisor

[Government & Corporate Affairs Team Mission]

The Government & Corporate Affairs Team, in charge of government policies and AMCHAM members' advocacy activities, serves to further enhance AMCHAM's role as a bridge between the member companies and the Korean and U.S. Governments. The team maintains close relationship with a wide range of Korean and US government stakeholders and shares policy suggestions, with an aim to enhance the business environment in Korea. The team also hosts and participates in various functions to provide surgical solutions to industry-wide & company-specific advocacy needs. In addition, the team facilitates VIP protocols and many external activities of the organization's leadership.

[Key Roles & Responsibilities]

(1) Advocacy Engagement

1. Coordinate meetings with Korean and U.S. Government officials, partner organizations, visitors, and other stakeholders
2. Communicate issues of member companies to relevant government contacts through meetings, policy papers, etc.
3. Monitor government policy developments/industry issues and provide updates to member companies and AMCHAM leadership
4. Support AMCHAM leadership through drafting of talking points, presentations, and executive communications
5. Coordinate with U.S. Government for trade missions, CODEL and STAFFDEL visits
6. Build strong relationship with both Korean and US governmental officials
7. Interface with other AMCHAM teams to follow up on advocacy-related issues

(2) Policy-related Events

1. Special Fireside Chat Series
 - Prepare topic and program for the Fireside Chat events
 - Communicate with target speakers in preparation for the event
 - Provide logistical support as needed
2. Washington D.C. Doorknock
 - Establish itinerary for meetings with U.S. Administration, Congress and think tanks
 - Align targeted key messages and publish handout materials
 - Communicate extensively with Washington DC-based partners prior to the program
 - Support post-Doorknock PR activities based on the results of Washington engagements
3. Industry-Specific Seminars
 - Develop seminar program contents
 - Invite potential speakers, panelists, and Korean/US governmental officials

(3) Committee Activities

1. Monitor and update industry-specific issues related to assigned committees



2. Set up meetings and organize all logistics and submit position papers

[Basic Requirements]

- 3+ years work experience in the relevant field
- Bilingual (Fluent in both English and Korean)
- Strong communication skills and writing ability in English
- Strong understanding of the political and economic environment
- Motivation/Positive attitude to carry out any task with passion
- Detail-oriented, strong organization and time management skill
- Flexible approach to work and able to adapt under changing circumstances
- Strong interpersonal skills necessary to: 1) work well within a team structure, 2) interface closely with AMCHAM leadership and members, and 3) gather information from multiple sources
- Excellent judgment and discretion

[Starting Date]

March 14, 2022

Please send your English resume and cover letter (in pdf) at recruitment@amchamkorea.org by **February 18.**