

**SACRAMENTO ASSOCIATION OF REALTORS®**  
**Government Affairs Coordinator**  
**April 2022**

Position title: Government Affairs Coordinator (GAC)  
Position purpose: Assist the Government Affairs Director in representing interest of REALTORS® throughout Sacramento County and West Sacramento.  
Reports to: Government Affairs Director (GAD)  
Supervises: N/A  
Budget oversight: No  
FLSA status: Non-Exempt  
Benefit class: Full-time

The GAC shall have primary responsibility for the following:

1. Provide administrative support to the GAD as needed.
2. Staff the following Committees:
  - a. Cultural Diversity/Fair Housing
  - b. Government Relations
  - c. Leadership
  - d. Provide support for the Local Candidate Recommendation Committee

The GAC will support the GAD in other areas as assigned by the GAD including:

**Advocacy**

Represent interests of REALTORS® primarily at the local government level in the municipalities throughout Sacramento County and in Yolo County east of the Yolo Bypass. Coordinate as needed with the California Association of REALTORS® and the National Association of REALTORS®. The duties assigned by the GAD may include and are not limited to the following:

- Attending meetings of councils, boards, commissions and other government-related functions for all municipalities in the primary geographical area of SAR.
- Developing relationships with elected local government officials, local government appointees, and local government staff.
- Working with allied industries on issues of mutual interest
- Studying proposed ordinances, regulations and/or legislation to determine the possible effect on the interests of the SAR Membership and private property rights
- Educating officials on the weaknesses or merits of specific proposals or amendments of measures; and on measures that might prove more favorable to the economy and private property rights
- Educate SAR Membership on the legislative process, and issues SAR is currently involved in; and
- Collaborate with individuals and groups having similar interests as SAR Members in order to encourage them to also engage officials and/or collaborate on presenting shared views

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**Committees**

- Staff the Government Affairs Committee, the Local Candidate Recommendation Committee and the REALTOR® Action Fund Committee which may include:
  - Preparing meeting reminders, agendas, minutes, and supporting materials
  - Report annual LCRC allocation percentages and goals to C.A.R.
  - Conduct and coordinate PAC fundraising efforts
  - Coordinate candidate interviews and subsequent correspondence
  - Arrange speakers as needed

Prepare written reports as needed on matters of interest to the SAR Executive Committee and Board of Directors

**Grassroots**

- Work with the California Association of REALTORS and the National Association of REALTORS on grassroots efforts as needed
- Support SAR's key contacts and federal political coordinators as required

**Communications**

- Write a monthly column for the SAR newsletter
- Write informational pieces for the media clarifying the political and civic issues relevant to the SAR Membership and private property rights
- Write grant applications for funding to support political and event projects
- Develop policy statements for SAR on an annual basis and position papers for both internal and external distribution and
- Prepare a quarterly Government Affairs electronic news bulletin

**Miscellaneous**

- Work with other SAR departments to coordinate speakers and events as needed
- May attend and represent SAR at state and national association meetings

Other duties as assigned by the GAD or Chief Executive Officer.

**Compensation:** \$20-24/hr DOE. Includes health, dental, vision and life insurance. 401k matching, and PTO.

**To apply:**

Email resumes to Christopher Ly, [cly@sacrealtor.org](mailto:cly@sacrealtor.org), questions contact 916-437-1204.