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## **Policy Assistant, IIPA**

### **Summary**

The International Intellectual Property Alliance (IIPA) is a private sector coalition, formed in 1984, of trade associations representing the U.S. copyright-based industries working to improve copyright protection and enforcement of copyrighted materials and to open foreign markets closed by piracy and other market access barriers.

IIPA is seeking a detail-oriented, proactive, collaborative, and highly motivated individual for the role of Policy Assistant supporting the Executive Director and the Director of Policy and Legal Affairs as needed. The successful candidate will possess strong work ethic, attention to detail, and organization skills and will be reliable and trustworthy. The successful candidate should also have a demonstrated interest in copyright and international trade issues, as there will be opportunities to work on these issues, including providing research and preparing materials for U.S. government officials and stakeholders.

### **Key Responsibilities**

- Support the Executive Director and the Director of Policy and Legal Affairs in the preparation and filing of submissions to federal government agencies.
- Manage the process for preparing IIPA's annual report to the U.S. Trade Representative on intellectual property rights in the Special 301 process.
- Provide administrative assistant support to the Executive Director and the Director of Policy and Legal Affairs, including assistance with scheduling, preparation, and submittal of expense reports, budgets, and other financial documents.
- Represent IIPA as a primary point of contact for U.S. government officials, foreign government delegations, embassies, coalitions, and associations.
- Track communications and maintain files for IIPA and also assist in communication with and support of member organizations.
- Conduct research on international market developments relating to intellectual property rights.
- Develop presentation materials, press releases, and other communications with both internal and external stakeholders on key policy areas relating to international copyright law and market access.
- Update and maintain the IIPA web site and other IIPA communication vehicles.
- Support office coordination and facilitate day-to-day operations for an innovative and leanly-staffed office, including proactively identifying opportunities to provide support for IIPA operations.
- Other relevant duties and projects as assigned.

### **Education and Experience Requirements**

- Bachelor's degree and at least 3 years of experience providing administrative support.
- Tech savvy: highly proficient with Microsoft Office suite, particularly Word, Outlook, Excel, and PowerPoint. Experience with SharePoint, Adobe Acrobat, and WordPress preferred.
- Experience with social media preferred.
- Experience/interest working with the copyright industries preferred.

**Qualifications**

- Strong oral and written communication skills.
- Must be organized, detail oriented, and possess the highest level of work ethic and the ability to maintain confidential information.
- Ability to solve practical problems and carry out responsibilities under minimal supervision.
- Ability to manage several tasks from multiple stakeholders, anticipate needs, determine priorities, and meet deadlines.
- Exceptional interpersonal skills; ability to interact with the public and high-level executives and officials and work collaboratively with diverse constituencies, both internal and external.
- Ability to prepare and edit detailed reports and business correspondence as well as advocacy materials such as talking points, testimony, and background materials.
- Strong interpersonal skills, teamwork, and professionalism.
- Ability to adapt as organization evolves.