



Job Opening

Position: Legislative Services Associate

Reports To: Director of Legislative Services

The Georgia School Boards Association (GSBA) is a nonprofit 501(c)(3) voluntary membership organization for Georgia’s local boards of education. Our mission is to ensure excellence in the governance of local school systems by providing leadership, advocacy and services and by representing the collective resolve of Georgia’s elected boards of education. Our legislative and regulatory areas of interest include K-12 education, governance, taxes, elections, and other relevant topics.

Key Tasks

Assist Director of Legislative Services in representing GSBA’s members at the Legislature and with other policymakers including providing testimony and written materials

Assist in developing and directing effective lobbying and grassroots strategies

Assist in tracking legislation and reporting from the Capitol

Provide verbal and written updates to members and other groups as needed

Develop effective tools to assist members in their advocacy efforts

Research, monitor, and report on state and federal legislative and policy issues related to public education

Assist in soliciting and reviewing changes to the GSBA legislative positions

Assist in school board training as needed

Work collaboratively with other GSBA staff

Required Knowledge & Skills

Minimum of Bachelor’s degree

Experience in lobbying Georgia General Assembly with a strong preference for experience with tax and financial legislation

Proven ability to build rapport with legislators, policy leaders, and members with diverse viewpoints and interests

Strong public speaking and writing skills

Ability to discuss complex and diverse issues in an easy-to-understand manner



Ability to negotiate and resolve issues and conflicts

Ability to multi-task and respond quickly to changing priorities

Proficiency with technology and social media

The preferred candidate will have a passion for public education and will enjoy the political process. GSBA has a collaborative work environment, offers opportunities for professional development, and offers a competitive salary based on experience plus a comprehensive benefits package.

To apply, please submit your résumé to careers@gsba.com.