



Public Affairs Manager

SUMMARY

The Public Affairs Manager will join Symetra's Public Affairs team to support Symetra's local, state and federal policy and outreach strategy. The person will assist the AVP of Public Affairs and the Local Director of Public Affairs in identifying, researching, analyzing and advocating on a broad range of complex public policy issues in line with Symetra's legislative and community priorities. The Public Affairs Manager will engage in internal coordination across teams, outreach and coalition building, and may represent Symetra publicly at various levels of government, with trade organizations and in the community. Our ideal candidate has excellent writing, analytical and communication skills, strong judgement, is a natural collaborator and team player, is passionate about public policy and is excited to serve in a role that is new within the company.

RESPONSIBILITIES

- Monitors and analyzes key legislative and policy issues at the local, state and federal level.
- Develops briefing materials utilizing multiple resources to inform leadership and produces legislative communications.
- Develops and supports relationships with key constituencies and elected officials.
- Works in support and coordination with Symetra Law Department's Legal and Regulatory team members on advancing Symetra priorities, as directed.
- Supports community outreach functions and represents Symetra with external audiences.
- Manages projects cross departmentally in support of programs and initiatives.
- Assists in reporting and compliance activities.
- Performs other duties as assigned.

REQUIRED/PREFERRED QUALIFICATIONS

Education Required:

Bachelor's Degree, preferably in communications, political science, public policy, public relations, financial services or related field.

Minimum Years of Related Work Experience Required:

5-7 years' experience in communications, government relations, public affairs, public relations or financial services. Working knowledge of financial and/or insurance industry is a plus, but not required.

Skills and Abilities Required:

Demonstrated ability to work with a high degree of autonomy and make solid judgement decisions in the field, when needed. Strong understanding state and/or federal governance and legislative processes. Highly skilled in verbal and written communications, research and analysis. Ability to build and maintain quality relationships with a wide variety of stakeholders. Ability to positively and effectively represent Symetra with external audiences; including one-on-one, at meetings and when speaking in public.

Education/Experience/Licensing Training/Skills/Abilities PREFERRED:

Experience working for an elected official at the state, federal or local level a plus, or demonstrated skills and understanding of policy and government.

WORKPLACE DIVERSITY AT SYMETRA

Symetra is dedicated to the equitable hiring, opportunities for advancement, career development and personal growth for all. Candidates with diverse backgrounds are encouraged to apply!

Symetra believes that maintaining diversity in our employee base is an important part of operating a strong, successful business. Everyone benefits from the range of talent, skills and experience a diverse workforce has to offer.

We take seriously our commitment to ethical and equitable hiring and employment practices, including opportunities for advancement, personal growth and career development. "We win as a team" is one of Symetra's five Core Values, and we believe this can only truly be accomplished in an inclusive work environment, free from discrimination.