



JOB DESCRIPTION

Position: Policy Associate
Department: Policy
Location: Washington, DC
Reports to: Vice President, Global Policy

Summary:

BSA | The Software Alliance is the leading advocate for the global software industry before governments, and in the international marketplace. Its members are among the world's most innovative companies, creating software solutions that spark the economy and improve modern life. With headquarters in Washington, DC and operations in more than 60 countries, BSA pioneers compliance programs that promote legal software use and advocates for public policies that foster technology innovation and drive growth in the digital economy.

BSA is currently seeking a professional to provide policy support for the global team, including research, writing and project management. BSA's policy operations are focused on data privacy, cybersecurity, intellectual property, trade, procurement, workforce development, and emerging technologies.

The ideal candidate will have experience and interest in technology policy with a willingness and interest to learn about BSA, its members and policy agenda. The Policy Associate will report to BSA's Vice President, Global Policy and will work closely with members of the BSA global policy team.

Professional Experience and Qualifications:

- Bachelor's degree with 1-3 years' professional working experience.
- Interest in global software industry and public policy.
- Eager to thrive in a fast-paced environment, collaborating effectively with others, both internally and externally.
- Strong writing and editing skills.
- Attention to detail along with excellent organizational and problem-solving skills.
- Proficiency in Microsoft Office Suite.
- Excellent internet research skills.

Key Responsibilities:

- Conduct and organize research on the BSA policy priorities and the software industry.

- Assist in the coordination of policy team activities across teams and regions on cross-cutting projects to ensure collaboration and buy-in, as well as timely execution.
- Work with project lead/s to identify key deliverables and milestones; create and maintain a workable schedule.
- Support outreach efforts to member companies and relevant stakeholders.
- Provide logistical support associated with special events and other activities as needed.
- Conduct research and analysis in support of strategic planning needs.
- Draft, edit, and coordinate both external position papers and internal written documents and presentations as needed and for leadership use in support of high-level/profile meetings; review and edit documents as needed.
- Take responsibility for key elements of assigned projects including team coordination, key stakeholder communications, and tracking and managing budget expenditures.
- Coordinate and help manage projects and efforts as assigned by the Vice President, Global Policy, ensuring progress and compliance with deadlines.
- Other work and projects as required or assigned.

About BSA Benefits:

BSA recognizes that benefits play an important role in your selection of an employer. We offer generous benefits including many unique benefits and perks to our employees in locations around the world and encourage everyone to live a healthy, balanced life. Our comprehensive benefits include:

- Generous health, disability and life insurance
- Exceptional 401k plan employer contributions
- Year-end office shut down between Christmas and New Year's
- Three weeks' paid sabbatical every five years
- Generous paid maternity and bonding leave
- Emergency backup child care
- Health/Fitness and Financial/Tax Advice allowance
- Professional development, continuing education (including tuition reimbursement) and training
- Casual dress
- And much more!

How to Apply:

To apply for this position, please submit your resume and cover letter to careers-americas@bsa.org. Include the position title and location in your Subject Line.

BSA is an Equal Opportunity Employer and values diversity. We embrace and reflect diversity in our staff and seek skilled individuals who are motivated and passionate about the industry, our work and expansive community.

Thank you for your interest in career opportunities at BSA | The Software Alliance!

Posting Date: March 14, 2018