



## Arkansas Game and Fish Commission Employment Job Posting

AGFC Governmental Affairs Specialist - **AGFC Governmental Affairs Specialist**

**POSITION NO: 22095853**

### **POSTING INFORMATION:**

Advertisement Opens: April 28, 2026

Advertisement Closes: April 28, 2026

Full Time: Yes

Salary: \$85,943.00 - \$98,718.00 Annually

### **POSTING REQUIREMENTS:**

Minimum Education and/or Experience:

A bachelor's degree in political science, public administration, communications, or a related field  
OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE

Preferred Education and/or Experience:

Knowledge, Abilities, and Skills:

- In-depth understanding of the legislative process, government structure, and political dynamics at the state level
- Ability to develop and implement effective government relations strategies that promote the AGFC's goals and interests
- Strong ability to analyze and interpret proposed legislation and policies, assessing their potential impact on the AGFC and advising leadership on appropriate action
- Skilled in public speaking and delivering presentations to legislators, stakeholders, and the public, including the ability to explain complex policy issues clearly
- Ability to use technological solutions to organize and execute complex projects and communications effectively

Preferred Knowledge, Abilities, and Skills:

### **POSTING DETAILS:**

Position Location:

City: Little Rock

Office: AGFC Headquarters Office

Division: Administration

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Governmental Affairs Specialist is responsible for developing, implementing, and managing the AGFC's government relations strategy, including advocacy, public policy, and legislative affairs. This position serves as a liaison between the AGFC and state government officials, legislators, and key stakeholders, ensuring that the agency's priorities and interests are communicated effectively. The Governmental Affairs Specialist monitors legislative developments, evaluates their impact on the AGFC's operations, and provides strategic advice on policy matters.

Typical Functions:

- Monitor and analyze state legislation, proposed policies, and regulations that may impact the AGFC or its programs
- Represent the AGFC's interests before state government bodies, legislative committees, and other public entities
- Advocate for the AGFC's position on key issues with legislators, policymakers, and other government stakeholders
- Advise AGFC leadership on emerging legislative and policy trends that could impact operations and services
- Serve as the primary point of contact for state officials, responding to inquiries and facilitating communication between the department and government representatives
- Track state legislative activity, including bills, resolutions, and regulatory changes that may affect the AGFC
- Develop and implement communication strategies to educate stakeholders, including the public and government officials, about the AGFC's goals and initiatives
- Work with the communications team to craft messages that promote the AGFC's priorities, especially in relation to legislative actions and policy changes.

Specific Duties and Responsibilities:

- Attend and testify during committee meetings (e.g., ALC, PEER, etc.)
- Attend state legislature events
- Attend legislative session/fiscal session meetings at the Arkansas State Capitol and the MAC
- Coordinate events with state legislators (e.g., shooting sports, WMA tours, bear den tours, etc.)
- Coordinate events with federal legislators
- Draft agency position statements
- Track bills and call out potentially impactful legislation within the state
- Track national legislation on conservation that could impact AGFC or Arkansas
- Serve as the agency liaison with AFWA governmental affairs, participating in weekly calls and summarizing information
- Draft and edit bill language
- Respond to legislative requests by email, text, and phone
- Set up ALC Oversight subcommittee agendas/coordinate with AGFC and BLR staff/provide presentations and backup material to BLR
- Visit with federal legislators/federal agencies in Washington DC for education purposes
- Brief the AGFC Director and staff on state and federal issues of importance
- Read bill language, newspaper/social media articles, and brief senior leadership
- Communicate year-round agency highlights to legislators by district
- Conduct year-round problem solving
- Testify or prepare testimony at the US level
- Review, track, and summarize other organizations' position statements on conservation issues

Certificates, Licenses, or Registrations:

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Special Job Dimensions:

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Other Specific Information:

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As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.