



## Job Description

<b>Position Title:</b>	Legislative Associate
<b>Department:</b>	Government Affairs
<b>Classification:</b>	Exempt, full-time
<b>Reports To:</b>	Legislative Director
<b>Location:</b>	Washington, D.C. headquarters

### Background

Alaska Wilderness League is the only nationally-based conservation group devoted full-time to protecting public lands and waters in Alaska including the Arctic National Wildlife Refuge and Tongass National Forest. Founded more than 25 years ago, Alaska Wilderness League's mission is to galvanize support to secure vital policies that protect and defend America's last great wild public lands and waters.

### Primary Role

The Legislative Associate supports and coordinates the League's federal legislative advocacy work. This includes educating congressional and administrative targets, researching and developing important advocacy materials, setting up congressional visits, constructing target lists, writing fact sheets and providing other campaign support.

### Primary Job Duties and Responsibilities

#### Federal Advocacy Activities:

- Manage congressional targets for Capitol Hill activities (including but not limited to Hill blasts, drops, in-person advocacy, dear colleague letters);
- Send emails through Congress Plus, creating target lists and ensuring that messages are meeting best practice guidelines to avoid spam filters;
- Keep up-to-date and perform research on relevant congressional activities including hearings, legislation and other activity;
- Regularly meet and contact Capitol Hill staff to educate on relevant issues;
- Attend congressional hearings;
- Lead research on identified members of Congress and administration officials to develop effective political strategies;
- Track political news as relevant to lobby strategies;
- Track votes, manage coalition targeting and provide regular coalition updates;
- Serve as D.C. lead for all diverse consistency fly-ins and other fly-in activities; and
- Manage Hill drops, including recruiting and assigning walking lists for volunteers as well as printing and compiling materials.

#### Campaign Support:

- Write letters, fact sheet, blog posts and other campaign materials as needed;
- Regularly update issues briefing website;
- Monitor administrative announcements for relevant statements of administrative policy;
- Attend all campaign related coalition calls/meetings;

- Take notes for coalition and internal calls.

### **Requirements**

- Bachelor's degree and 2-4 years of experience performing legislative, political or nonprofit advocacy work;
- Proficiency with Microsoft Office Suite (especially sorting and look-up functions in Excel);
- Proficiency with Congress Plus or similar congressional tracking software (i.e., Knowlegis);
- Solid internet research skills;
- Strong interpersonal skills and ability to work with colleagues, volunteers/interns, coalition partners, Hill staff and others;
- Proven experience working with communities of color, particularly Native American or Alaskan Native communities, is strongly preferred;
- Ability to juggle multiple priorities and be flexible;
- Knowledge and interest in politics;
- Excellent writing skills;
- Sense of humor.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to lift up to 10 pounds.

### **Salary & Benefits**

Salary commensurate with experience. Health and retirement benefits included. Alaska Wilderness League is an equal opportunity employer committed to workforce diversity.

### **To apply**

Please send resume, cover letter, a relevant writing sample, salary requirements, and the names and contact information for three references to [jobs@alaskawild.org](mailto:jobs@alaskawild.org).