



RESOURCES LEGACY FUND  
CREATIVE SOLUTIONS. LASTING RESULTS.

### **Policy and Design Associate Center for Western Priorities**

The Center for Western Priorities (CWP) is a nonpartisan engagement center that serves as a source of accurate information, promotes responsible policies and practices, and ensures accountability at all levels to protect land, water, and communities in the American West. CWP advances responsible conservation and energy practices in the American West by encouraging open, public debate, leveraging innovative strategies from national marketing initiatives, online social media campaigns, and effective paid and earned media campaigns. CWP is a project of Resources Legacy Fund (RLF). Since its founding in 2000, RLF has embodied an innovation in conservation philanthropy as a donor-driven enterprise focused on lasting results.

The Policy and Design Associate is full-time and is responsible for contributing to the strategic development and implementation of CWP projects. The Policy and Design Associate is fully integrated on policy and research work products and is expected to think creatively, independently and take ownership of assigned projects. Primary responsibilities include: research, writing, graphic design, and administrative tasks. The Policy and Design Associate is also exposed to a wide variety of tasks and issue areas beyond his/her primary responsibilities. This position reports to the Executive Director. This position is exempt and duties include:

- Performing fundamental policy and issue research tasks, such as developing and editing high quality reports, blogs, and other research materials and developing collaterals for print, online and broadcast outlets under the supervision of senior staff.
- Designing layouts for a variety of CWP products—including both digital and print—and authoring original social media graphics for Twitter, Facebook, and Instagram.
- Staffing CWP events such as press events, meetings, panel discussions, and other out-of-office functions.
- Conducting research, distilling key points, and providing strategic insights on the information gathered.
- On a rotating basis with other CWP staff, compiling and disseminating Look West, a morning email newsletter of western land and energy clips.
- Managing and executing multiple, detailed tasks and projects.
- Supporting outreach and communications campaigns.
- Attending regular staff meetings and team meetings and providing input and feedback on work product, staff development, and office procedures.
- Executing administrative responsibilities as assigned.

**Qualifications:**

- One to three years work experience in advocacy, communications, government, or politics preferred.
- Bachelor's degree in environmental studies, communications, journalism, or related area of study highly desirable.
- Strong research, written, and verbal communications skills.
- Proven ability to effectively organize and manage multiple responsibilities.
- Strong technology skills and working knowledge of web-based tools and platforms.
- Strong visual communication skills. Must be comfortable using InDesign, Illustrator, and Photoshop with a willingness to learn new programs if necessary.
- Ability to manage project workflow, juggle multiple tasks under tight deadlines.
- Innovative and solutions oriented – demonstrated resourcefulness, optimism, and flexibility in approach to project assignments.
- Highly organized and detail-oriented.
- Intellectual curiosity and sense of humor.
- Team player with the ability to step into leadership roles.
- Interest in environmental or conservation issues preferred.

This position is based in Denver, Colorado.

**Procedure for Candidacy**

The Center for Western Priorities is a project of Resources Legacy Fund (RLF). RLF works with philanthropists to conserve land, water, and ocean resources while advancing healthy communities and social equity. RLF is an equal opportunity employer and welcomes applications from all qualified candidates regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

Interested individuals should send a cover letter and resume to:

[jobs@westernpriorities.org](mailto:jobs@westernpriorities.org)

The deadline for applications is Tuesday, August 6, 2019.