



Job Description

Position Title:	Legislative Associate
Department:	Government Affairs
Classification:	Exempt, full-time
Reports To:	Legislative Director
Location:	Washington, DC headquarters

Background

Alaska Wilderness League is the only nationally-based conservation group devoted full-time to protecting the iconic public lands and waters in Alaska including the Arctic National Wildlife Refuge and the Tongass National Forest. Founded nearly 30 years ago, the League's mission is to galvanize public support to secure vital policies that protect and defend America's last great wild public lands and waters. As the only full-time national organization focused on Alaska conservation, we are committed to promoting a new narrative that elevates a broad spectrum of voices and values related to protecting public lands, focused on but not limited to: providing for a safer climate future; supporting the human rights of Indigenous peoples; advocating for the right to clean, thriving and healthy land, water and wildlife for all; and, serving as a source of hope and inspiration for the country.

Primary Role

The Legislative Associate supports and coordinates the League's federal legislative advocacy work, with a focus on building alliances with a diversity of congressional members, including those of both political parties to advance the League's priorities. 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 Hill activities (including but not limited to emails, drops, advocacy, elevating Hill media, dear colleague letters);
- Build deep relationships with Hill targets, especially with promising moderate and conservative offices who can be long-term champions development and increase bipartisan support for campaign issues;
- Sends emails through Congress Plus, including 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 Hill staff to educate on relevant issues;
- Track Congressional hearings;
- Lead research on identified members of Congress and administration officials in order to develop effective political strategies;
- Track politics as relevant to lobby strategies;

- Track votes, manage coalition targeting and provide regular coalition updates;
- Serve as DC lead for all diverse constituency fly-ins and other fly-in activities.

Campaign Support:

- Write letters, fact sheets, 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;
- Track internal strategic metrics including when members of Congress take action or elevate campaign issues;
- Coordinate with comms staff on social media elevation regarding the Hill;
- Takes notes for coalition and internal calls.

Requirements

- Bachelor's degree and 2+ years' experience on legislative, political or nonprofit advocacy work;
- Strong interpersonal skills: ability to work with colleagues, volunteers/interns, coalition partners, Hill staff and others;
- Proven cultural competency working with communities of color, particularly Native American or Alaskan Native communities, is strongly preferred;
- Demonstrated commitment to diversity, equity, inclusion and justice;
- Ability to juggle multiple priorities and be flexible;
- Knowledge and interest in politics;
- Excellent writing skills.

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 Range \$40,000-50,000. Salary commensurate with experience, health & retirement benefits.

Alaska Wilderness League is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, sex, handicap, pregnancy, sexual orientation, or gender identity. Alaska Wilderness League is continually seeking to diversify its staff, particularly to broaden opportunities for individuals from demographic groups that are historically underrepresented in environmental advocacy.

To apply

Please fill out an [employment application](#), [voluntary identification form](#) and send resume, cover letter, a relevant writing sample, and the names and contact information for three references to jobs@alaskawild.org. Please apply by July 12, 2021.