Policy Coordinator  
Job Description

The Oregon Water Resources Congress (OWRC) is seeking a Policy Coordinator to assist with advocacy efforts at the state and federal level. OWRC is a 501(c)6 nonprofit trade association representing irrigation districts and other agricultural water suppliers delivering water in Oregon. OWRC is governed by a board of directors consisting of 29 members. The Policy Coordinator is one of three staff and is a full-time, exempt, salaried position based in Salem, Oregon.

The Policy Coordinator helps develop and implement OWRC’s advocacy strategies at the state and federal level. This position reports directly to the Executive Director (ED) and supports a broad range of activities provided by the State Legislative Program and Federal Affairs Program. The Policy Coordinator will also work with OWRC’s contract lobbyist in Washington DC on federal issue response and pertinent strategy implementation. This position is an integral member of a small team and may be asked to take on other responsibilities as needs arise.

The ideal candidate will have excellent communication skills, a minimum of two years professional experience in public policy/advocacy fields, willingness to take on complex tasks, and the ability to work collaboratively with a diverse group of stakeholders.

Description of Duties

- Assist ED with development and execution of advocacy strategies
- Provide research, analysis, and draft responses to a range of policy issues impacting OWRC members
- Track, monitor, and analyze state and federal legislation
- Develop briefing materials and reports (oral and written) including legislative reports, one-page handouts, and talking points
- Draft comments, white papers, and other documents in response to key issues
- Attend hearings, workgroups, and other meetings as needed
- Participate on workgroups/taskforces as needed
- Collaborate with ED on grassroots advocacy efforts and stakeholder outreach
- Coordinate member testimony, legislative visits, and workgroup meetings
- Plan and participate in OWRC events as needed to enhance member education on key issues and OWRC advocacy efforts
- Assist federal contract lobbyist with responses to priority issues and strategic communication to internal and external stakeholders
Qualifications

Required:
- Excellent communication skills (written, verbal, and electronic)
- Experience researching, analyzing, and debriefing complex issues
- 2 years minimum experience with state and/or federal legislative process
- Demonstrated ability to communicate with broad range of stakeholders
- Ability to work effectively with staff and volunteers in a member-orientated collaborative environment
- Willingness to learn about and analyze new and/or complex issues
- Ability to complete projects efficiently and independently with minimal supervision
- Undergraduate degree in political science or related field
- Ability to work long hours during legislative sessions and occasional overnight travel as needed
- Valid Driver’s License and proof of current automobile insurance
- Register as a lobbyist with the State of Oregon

Preferred:
- Passion for natural resources policy issues
- Experience lobbying at state or federal level
- Existing relationships with Oregon legislators and key stakeholders
- Knowledge of key state and federal natural resources policy issues
- Experience working with nonprofit organizations or associations
- Familiarity with federal legislative and budget functions and processes
- Graduate degree in public policy, law, or related field

Compensation
Starting salary is commensurate with experience, with a range of $40,000-$47,000, plus a generous benefit package that includes health insurance, 401(k) retirement plan, vacation days, and other benefits.

Application Process
Please send a cover letter and resume detailing qualifications for this position along with three professional references to aprils@owrc.org. Interviews will be conducted with qualified candidates until the position is filled. Candidates selected for interview may be required to submit a writing sample. Successful applicants will be required to pass a pre-employment drug screen before hire. Ideal candidate will be able to start by December of 2012.