



Oregon Water Resources Congress

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 association of irrigation districts and other agricultural water suppliers that deliver water to farms and other water users in Oregon. 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 and education 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. Specific job responsibilities will be tailored based on the selected candidate's skill-set.

The ideal candidate will have excellent communication skills, three years or more experience in public policy or natural resources related issues, willingness to take on complex tasks, and the ability to work collaboratively with a diverse group of stakeholders.

Description of Duties

- Provide research, analysis, and draft responses on a variety of policy issues impacting OWRC members
- Track, monitor, and analyze state and federal legislation
- Draft comments, white papers, and other documents in response to key issues
- Develop briefing materials and reports (oral and written) including legislative reports, one-page handouts, and talking points for staff and members
- Attend and participate in hearings, workgroups, and other meetings as needed
- Assist ED with development and execution of advocacy strategies
- 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
- 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 with minimal supervision
- Undergraduate degree (political science or related field preferred)
- Ability to work long hours 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
- 3 years+ experience with state and/or federal legislative process
- Knowledge of key state and federal natural resources policy issues
- Experience working with nonprofit organizations or associations
- Experience with various communication mediums, including social media
- 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 \$45,000-60,000, plus a 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 contact information for three professional references to apply@owrc.org. Interviews will be conducted with qualified candidates starting in December and will continue until the position is filled. Candidates selected for interview may be required to submit a writing sample. Ideal candidate will be able to start by February of 2019.