



## **CONGRESSIONAL AFFAIRS MANAGER**

West Harlem Environmental Action a/k/a/ WE ACT for Environmental Justice (WE ACT) is a non-profit community-based advocacy organization in Harlem with a federal policy office in Washington DC, that works to engage residents of color and low wealth in environmental decision making that builds healthy, safe communities. WE ACT is locally and nationally known for its work on children's environmental health, government accountability, and climate, energy, and environmental justice.

The Congressional Affairs Manager reports to the Director of the Federal Policy Office and develops and executes an impactful and comprehensive government relations and thought leadership strategy on behalf of WE ACT.

### **KEY RESPONSIBILITIES**

- Build trusted relationships with Congressional offices, caucuses, and committees.
- Educate federal Lawmakers and staff about WE ACT, the Environmental Justice Leadership Forum and environmental justice.
- Work with the Federal Policy Office team to identify, cultivate and mobilize new federal legislative allies and champions that may not be familiar with environmental justice.
- Identify and secure opportunities for WE ACT staff and EJ Forum members to engage with members of Congress and their office, and committee staff.
- Proactively identify, assess, and provide recommendations to mitigate or respond to federal policy issues that may impact WE ACT, EJ Forum members or the aims of the environmental justice movement.
- Provide advice on tactics and message opportunities for key initiatives targeting federal policymakers.
- Support efforts to build and grow Congressional awareness and the reputation of the EJ Forum.
- Draft materials such as talking points, bill analyses, leave behinds, reports, memos and presentations for Congressional meetings.
- Represent WE ACT on Hill and federal policy coalitions, working groups and collaborations.
- Develop and maintain expertise in emerging environmental justice and federal policy issues.
- Contribute to the Federal Policy Office thought leadership with regular writing of blog posts, opinion pieces, and position papers.



## **Qualifications and Experience:**

The successful candidate for the position will have the following qualifications and experience:

- 2- 3 years of experience - preferably in government, or issue advocacy setting. Some organizing experience helpful.

BA or BS degree in political science, communications, environmental science, or other related fields.

- Excellent communication skills, both written and oral.
- Excellent research and organizational skills.
- Strong interpersonal skills.
- Excellent judgment, maturity, integrity, and a strong work ethic.
- Collaborative spirit and willingness to work with a team.
- A strong commitment to social and environmental justice.
- Proficiency in using web-based congressional tracking tools, such as Congressional Quarterly databases, Leadership Directories, and THOMAS is a plus.
- Familiarity with Microsoft Office Suite; Adobe InDesign and Photoshop, statistical programming is a plus; and
- Related job experience, preferably Capitol Hill experience or local/state government experience, community organizing, campaign development is a plus.

**SALARY: \$55,000- \$65,000** - plus benefits; medical, dental and vision, voluntary benefits. And pre-tax transit program available. 401k/403b available to participate.

## **How to Apply**

Please email your cover letter, resume, and two writing samples (writing samples should feature different genres of writing and/or different content and should be relevant to this position's duties) as a PDF to our **Director of Administration and Human Resources, Evelyn Joseph**, at [evelyn@weact.org](mailto:evelyn@weact.org). Please include three references. Phone calls will not be accepted.

**WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities, and LGBTQ communities.**