



GOVERNMENT AFFAIRS MANAGER WASHINGTON D.C. OFFICE

ABOUT US

West Harlem Environmental Action a/k/a WE ACT for Environmental Justice is a non-profit, community-based advocacy organization that works to build healthy communities by ensuring that people of color and/or low-income residents participate meaningfully in the creation of sound and fair environmental health and protection policies and practices. **WE ACT is a nationally recognized leader in the environmental justice (EJ) movement and the only national EJ organization with a permanent presence in Washington DC.** WE ACT is known for its work in the areas of children's environmental health; government accountability; and climate, energy and environmental justice.

WE ACT prioritizes the voices of longstanding community members, communities of color, lower-income communities and, most importantly, those who have been historically marginalized and subjected to environmental and other forms of racism and exclusion. In accordance with the Jemez Principles, **we believe that communities must speak for themselves.** We work at the intersection of community engagement and activation, policy, research and education.

ABOUT THE ROLE

WE ACT is seeking a Government Affairs Manager in our Washington D.C. Office, this role reports to the Senior Director of Strategy and Federal Policy and will be responsible in developing and executing an impactful and comprehensive government relations and thought leadership strategy on behalf of WE ACT. This position will be a registered lobbyist and will include the following responsibilities:

- Building trusted relationships with Administration Officials, Congressional offices, caucuses, and committees.
- Educating Federal Officials and staff about WE ACT, the Environmental Justice Leadership Forum (EJ Forum), environmental justice issues and leading lobbying efforts to advance key priorities.
- Collaborating with Federal Policy Office teams to identify, cultivate and mobilize new

federal legislative allies and champions that may not be familiar with environmental justice issues.

- Identifying and securing opportunities for WE ACT staff and EJ Forum members to engage with Congressional and committee leadership and their staff, i.e., organizing lobby days.
- Identifying, assessing, and providing 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.
- Providing guidance on strategies and communication plans to engage federal policymakers on key initiatives.
- Supporting efforts to build and grow Congressional awareness and the reputation of the EJ Forum.
- Drafting materials such as talking points, bill analyses, leave behinds, reports, memos and presentations for Congressional meetings.
- Tracking relevant activity on Capitol Hill and across the Administration and regularly engaging in rapid response and strategic outreach and interventions.
- Representing WE ACT on Capitol Hill, federal policy coalitions, working groups and other collaborations.
- Developing and maintaining expertise in emerging environmental justice and federal policy issues.
- Contributing to the Federal Policy Office thought leadership, including but not limited to: writing comment letters, sign-on letters, blog posts, opinion pieces, and position papers.
- Leading the Government Affairs team in identifying engagement opportunities, agenda-setting and supervising the Legislative Coordinator.
- Performing other duties as assigned.

ABOUT YOU

The selected candidate will also possess the following *preferred* qualifications and experiences:

- 2- 3 years of experience - preferably in government, or issue advocacy setting. Some organizing experience is a plus.
- 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.
- Excels in fast-paced environments, able to pivot quickly and balance a wide range of priorities
- Proficiency in using web-based congressional tracking tools, such as Congressional Quarterly databases, Leadership Directories, and PoliticoPRO is a plus.
- Familiarity with Google Suite, 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 & BENEFITS

WE ACT offers competitive nonprofit compensation and is committed to justice in salary transparency and wage equity. The salary range for this position is \$70,000 - \$80,000, based on experience and qualifications. WE ACT offers a generous suite of benefits, including comprehensive health care (medical, dental and vision), flexible spending account, life insurance, pre-tax transit program, retirement programs and paid holidays and vacation. WE ACT follows a **hybrid work policy**. All staff are fully vaccinated.

OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities and LGBTQ communities. We are committed to transparent and equitable recruitment, hiring and promotion processes that foster inclusion and belonging. If you need a reasonable accommodation during the application or interview process, please reach out to Shanell Reyes at shanell.Reyes@weact.org.

HOW TO APPLY

To apply, please send an email to Shanell.Reyes@weact.org with “Government Affairs Manager” in the subject line, a resume, cover letter and list of three (3) references.

Submission in a combined PDF or Microsoft Word file is preferred. This position is open until filled.