



Washington
**Wildlife &
Recreation**
C O A L I T I O N

JOB POSTING: POLICY & OUTREACH ASSOCIATE

JOB TITLE

Policy & Outreach Associate

ABOUT THE COALITION

The Washington Wildlife and Recreation Coalition is hiring a new Policy and Outreach Associate to advance our mission of creating a greener, healthier, more equitable, and better Washington for all through community outreach, network building, and advocacy for conservation and outdoor recreation funding.

All communities deserve to have safe and accessible outdoor recreation and conservation opportunities. That is why, for over 30 years, we have been the steadfast champion for the Washington Wildlife and Recreation Program (WWRP), a state-funded grant program for local parks, hiking trails, wildlife areas, working farms and more. You can read more about our work on our website (wildliferecreation.org) and in our strategic plan (bit.ly/WWRCstratplan20).

The Coalition board and staff have made a commitment to improving Justice, Equity, Diversity, and Inclusion (JEDI) in all areas of our work. All candidates must share this commitment and diverse candidates are encouraged to apply. The Policy & Outreach Associate will play an active role in identifying ways to advance equity and inclusion in the outdoors.

Our staff is a small, tight-knit team, driven by a shared passion for Washington's outdoors. We strive to be adaptive, fun, and collaborative. We are always willing to pitch in on projects outside our own portfolios, to "roll up our sleeves" to get stuff done. We hope you'll join us!

JOB DESCRIPTION & RESPONSIBILITIES

Below is a brief description of the two key parts of the role, along with the responsibilities. We do not expect the new Associate to have experience in all these areas. But, we do expect them to be ready, willing, and able to learn. We hope our new teammate will grow into the role, gaining more responsibility over time.

Policy

The Associate will coordinate our policy efforts in Olympia and around the state. This includes educating and lobbying legislators and others about the WWRP and other priorities. They will work closely with the Executive Director, board, and contract lobbyists.

The coming years are especially exciting for this position and our organization. The State is currently working with outside contractors on an equity review of the WWRP and other grant programs. Recommendations from this review are due in June 2022. The Coalition expects to be active in identifying strategies to act on them.

- Identify and execute advocacy strategies (letters of support, action alerts, etc.)
- Coordinate with partners on equity review recommendations

- Organize our annual Legislative Day, including logistics, collateral material, meeting scheduling, and more
- Coordinate legislator tours of WWRP-funded projects around the state

Outreach

The Associate will also engage our existing partners and build new relationships around the state. Our traditional partners include outdoor recreation organizations and land management agencies, among others. (For example: Washington Trails Association, land trusts, WA Dept of Fish & Wildlife, and city parks departments).

- Identify opportunities for building meaningful and mutually beneficial relationships with traditionally underserved communities
- Plan and execute coalition-building strategies, including identifying, scheduling, and attending meetings
- Take part in partner working groups and coalitions to maintain and develop relationships
- Manage membership program with city/county agencies (parks departments, etc.) and nonprofits. Recommend updates to better serve Coalition JEDI commitments.

QUALIFICATIONS

The ideal candidate will have most, if not all, of the below qualifications:

- A commitment to JEDI and a passion for integrating that into our work
- Interest in the environment and outdoors, whether in urban or remote settings
- At least 2 years' experience in a related field (relevant academic experience may substitute)
- Excellent written and interpersonal communication skills
- Ability to explain complex information clearly and concisely in written and spoken English
- Ability to interact professionally with individuals of different backgrounds and political orientations

Knowledge/experience in any of the following is helpful, but not required:

- Experience working in and building connections to marginalized communities
- Knowledge of state-level government affairs and processes
- Knowledge of environmental and/or outdoor recreation policy, especially in Washington
- Knowledge of the Washington environmental and outdoor recreation community
- Experience with event and meeting planning

COMPENSATION & BENEFITS

\$43,000-45,000 DOE. This is a regular, full-time, non-exempt position. The Coalition offers:

- Generous benefit package including medical, dental, vision, and retirement
- Liberal vacation and sick leave.
- Employees choose their own culturally or personally significant holidays.
- "Summer Fridays": office is closed every other Friday during the summer so staff can enjoy the wonders of Washington's great outdoors

- Remote work flexibility within Washington State

This position requires regular travel throughout the state, sometimes including overnight trips. We anticipate 1-2 trips per week, most frequently to Seattle and Olympia, but occasionally to communities around the state. Candidate must have access to a vehicle and be licensed to drive.

The majority of the time will be spent working on the computer and/or phone, and working collaboratively with team members. Occasional field trips to project sites, including working farms, hiking trails, and local parks may occur. Reasonable accommodations will be provided, as needed.

JUSTICE, EQUITY, DIVERSITY, & INCLUSION (JEDI)

The Coalition is committed to advancing equity through our work and to becoming a more inclusive organization. People of color and others with underrepresented identities are strongly encouraged to apply. We are a white-led organization. Our board is mostly white. We have a long way to go in regards to JEDI, but are committed to this work. We are actively learning and welcome the opportunity to improve our efforts every day. We are especially committed to making the Coalition a welcoming workplace for people of all identities.

The Coalition is proud to be an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, sex, gender, gender identity or expression, sexual orientation, national origin, political ideology, age, veteran status, the presence of any sensory, mental or physical disability, or any other characteristic prohibited by law.

TO APPLY

Send your resume and cover letter to admin@wildliferecreation.org. Cover letter should describe your qualifications and skills.

The position is open until filled. Applications will be reviewed and interviews scheduled on a rolling basis, beginning immediately.

All candidates must be eligible to work for any US employer.