
JOB TITLE

Policy and Communications Manager

ABOUT THE COALITION

The Washington Wildlife and Recreation Coalition is hiring a **Policy and Communications Manager** 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 safe and accessible outdoor recreation and conservation opportunities. For over 35 years, we have been a steadfast and bi-partisan 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. A summary of our progress can be found on our website: wildliferecreation.org, and our strategic plan outlines our priorities, mission, and vision: bit.ly/WWRCstratplan20.

We are a small, adaptive, and collaborative team, driven by a shared passion for Washington's outdoors. We are deeply connected to Washington State's land and wildlife management as well as recreation agencies and facilitate a large coalition of conservation and recreation interests. We love nothing more than to roll up our sleeves to ensure robust State Funding for the great outdoors, inform Legislators about the WWRP and project sites within their districts, and engage the community in our State Legislature through advocacy days and events.

JOB DESCRIPTION & RESPONSIBILITIES

The Policy and Outreach Manager plans, schedules and executes all WWRC Legislative outreach efforts statewide and at the State Capitol, including educating legislators and others about the WWRP and other outdoor recreation and conservation priorities. This role works closely with our Executive Director, Board of Directors, and contract lobbyists, and helps to engage and inspire the public in advocacy for our great outdoors.

Job responsibilities include identifying strategies, coalition building, and communications to act on policy and budget initiatives, such as:

- Identify, execute, and communicate advocacy strategies (letters of support, action alerts, press releases, etc.)
- Coordinate with partners on supporting policy initiatives and efforts.
- Organize the WWRC Annual Legislative Day, including all meetings scheduling, pre/post event communication logistics, collateral material development, and community organizing.
- Plan, coordinate, and lead Legislator tours of WWRP-funded projects around the state.
- Facilitate the WWRC State Policy Committee meetings and development of review criteria to build consensus on the WWRP funding asks and Legislative priorities.
- Plan and execute coalition-building strategies with new and current partners, including identifying, scheduling, and attending meetings.
- Serve as the Coalition's communication point for advocacy and outreach in the State.
- Identify opportunities for building meaningful and mutually beneficial relationships with traditionally underserved communities.

The Policy and Communications Manager also engages the Coalition's partners and members and facilitates new partnerships statewide. Partners include outdoor recreation organizations, land trusts, municipalities, tribes, recreation companies, and State agencies (E.g: Washington Trails Association, Trust for Public Lands, REI, WA Dept of Fish & Wildlife, City/County Parks Departments, and more).

Much of our partnership work is centered around communication and engagement to inform both current and future partners about the importance of our work and the impact of the WWRP:

- Write press releases, blog posts, and policy updates about the WWRP's actions, events and progress, and promote WWRP project developments, funding, and successes.
- Present and/or represent WWRP in partner working groups and coalitions to maintain and develop relationships and advocate for continued State investment in Conservation and Recreation Funding.
- Support and communicate public engagement programs and develop engaging outreach collateral for both Legislative and community meetings and events.

QUALIFICATIONS

The following experience and qualifications are required:

- At least 2 years' experience in a related field (or relevant academic experience)
- 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 of environmental and/or outdoor recreation policy, especially in Washington
- Familiarity with WA State Legislature, preferably around current Outdoor Recreation and Conservation policies and programs
- Experience with event and meeting planning and public speaking skills
- Commitment to and passion for integrating diversity, equity, and belonging into our work
- Interest in the environment and outdoors, whether in urban or remote settings

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

- Knowledge of state-level government affairs and processes
- Experience working in and building connections with marginalized communities
- Experience working with Tribes
- Knowledge of and/or connections to Washington environmental and outdoor recreation organizations, businesses and community
- Community building and/or meeting facilitation skills
- Collateral Development & Media relations skills

COMPENSATION & BENEFITS

This is a **full-time, non-exempt, remote within Washington State position** with a generous benefits package including medical, dental, vision, retirement, flexible spending account, and a total of 38 minimum paid days off per calendar year. Salary range is \$60,000 - \$75,000, DOE. Flexible PTO details are as follows:

- 12 self-selected personal holidays
- Monthly 3rd Friday office admin closures: 12 days
- Week between Christmas and New Years: 5 days
- Minimum of 9 additional paid vacation days per year

- 96 hours of paid Sick and Safe Leave per year

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

The majority of time is spent working on the computer and/or phone, and collaboratively with team members. Field trips to project sites, including working farms, hiking trails, and local parks will occur.

Diversity, Equity, and Belonging

The Coalition board and staff are committed to improving and advancing Diversity, Equity, and Belonging and Equity in all areas of our work and making the Coalition a welcoming workplace for all.

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.

Candidates from all backgrounds are encouraged to apply.

TO APPLY

Please submit your resume and cover letter to admin@wildliferecreation.org. Applications without a cover letter will not be considered. The position is open until filled. Applications received by April 14, 2025, will receive priority review. Applications will be reviewed and interviews scheduled on a rolling basis, beginning immediately. All candidates must be eligible to work for any US employer.