

Sustainable Northwest Policy Program Associate Job Description

Position: Policy Associate

Reports to: Maia Enzer, Director of Policy Programs

Location: Sustainable Northwest Office, Portland, Oregon

Salary range: This is a full time position that includes benefits such as medical, dental, alternative care, 403 (b) pension/medical savings plan, public transportation subsidy, and great work environment.

Posted:

Our Mission

Sustainable Northwest brings people, ideas, and innovation together so that nature, local economies, and rural communities can thrive.

Our Vision

The Northwest's rural communities thrive in harmony with the landscape. Resilient local economies provide quality natural resource management jobs that benefit human and natural communities. The next generation of leaders views land stewardship as an integral component of community health.

Operating Principles:

In all of our work, we promote:

- Collaborative, community-based solutions
- Business models and markets that are sized appropriately to the available natural resource base.
- Networks that connect people and ideas, and foster innovation
- Public policy that supports sustainable natural resources management.

SNW Policy Program Description

Our Policy Program translates lessons learned in local community sustainability efforts into policy and institutional reform at the regional and national levels.

Our Policy Program focuses on regional organizing, congressional education, and building alliances with diverse interest groups. Working collaboratively with our partners, we are able to play a role in finding common ground despite the highly polarized national debate around natural resource stewardship and wildfire policy.

The Policy Associate will be part of team dedicated to advancing the following goals:

1. Promote community-based restoration and stewardship
2. Increase investment in restoring natural assets and community capacity
3. Monitor the ecologic and economic impacts of policies and management choices
4. Reform contracting and procurement processes to support environmental and social objectives
5. Maintain and increase the effectiveness of democratic decision-making

Job Description

Policy Program Coordination (45% of time)

1. Maintain communication with partner organizations through participation in community-based collaborative groups (forestry and ranching), staffing of and communication between Rural Voices for Conservation Coalition working groups, and conference attendance
2. Plan and coordinate meetings, field tours, and other events to gather information to inform our policy work and/or to support strategies Sustainable Northwest is advancing
3. Assist in the development and delivery of presentations, training modules, etc.
4. Provide strategic support for numerous meetings throughout the year including, but not limited to:
 - a. Agenda development, meeting facilitation, and related activities
 - b. Materials development, synthesis, and follow-up
 - c. *Types of meetings held throughout the year include: Annual partner policy meeting, congressional field tours, field tours, conferences, etc.*

Policy Analysis and Outreach (40% of time)

1. Legislative Affairs
 - a. Coordinate and facilitate community and business partners' involvement in regional and national policy forums, especially our Rural Voices for Conservation Coalition
 - b. Congressional, interest group, land management agencies, and elected officials outreach
 - c. Development of Sustainable Northwest positions and perspectives on administrative and legislative policy proposals
2. Policy analysis
 - a. Track federal legislation, hearing schedules and content, and federal register notices;
 - b. Assist in the gathering and synthesis of partner perspectives and help to draft comments on federal policies
3. Media Coordination
 - a. Coordinate content of press releases and messages with SNW communications staff
 - b. Develop policy program content related to creation of Sustainable Northwest media materials for use with the print media, radio, and the Internet.
 - c. Assist in the drafting of press releases, opinion editorials, letters-to-the-editor

Fundraising (15% of time)

- Assist in the preparation of letters of inquiry, proposals, and reports to funders.

Qualifications:

- Must have a demonstrated interest and/or experience in policy work related to natural resource issues and community-based approaches and solutions. Experience working on forest conservation issues and/or rural development is also desired.
- Must have excellent organizational skills (event planning and coordination, project management, office skills, etc.)
- Must be motivated and able to work independently as well in a group setting.
- Must be willing and able to travel frequently
- Experience and/or demonstrated understanding of the federal legislative process
- Experience working in grassroots organizing and community outreach
- Experience working for a non-profit organization highly desired
- Must have a demonstrated ability and interest in working and communicating with people of diverse backgrounds
- Strong writing and editing skills required
- Must be proficient in MS Word, Excel, and able to use computer programs easily
- One to two years of related experience highly desired
- A minimum of a BA or BS in Political Science, Sociology, Anthropology, Environmental Studies/Science, or other closely related field.

How to apply:

Only complete applications will be considered. A complete application will include:

1. A cover letter that explains **why** you are interested the policy program at Sustainable Northwest and believe you are qualified for this position.
2. A resume.
3. Completed responses to the questionnaire below. *This questionnaire is what we use as a writing sample and is also used in the interview process. Please do not submit additional writing samples unless requested.*

Submit your cover letter, resume, and questionnaire either by mail or email to:

Policy Program Associate Position
Sustainable Northwest
813 SW Alder, Suite 500
Portland, Oregon 97205
Email: info@sustainablenorthwest.org

Applications will be accepted until September 3, 2009

Policy Program Associate Questionnaire

Name: _____

1. “What is your vision for the role of rural communities in regard to the management of natural resources?” (400 words or less)

2. “How can public policy be an effective vehicle for furthering community based natural resource management objectives?” (400 words or less)