

**Application Deadline: Open until filled**

**Job Title:** Legislative Coordinator  
**Location:** Portland, OR or DC Metro  
**Position Type:** Full-time  
**Expected Start Date:** Summer 2022

**Who we are:** The Freshwater Trust (TFT) is a non-profit leader in watershed analysis, restoration/conservation program design, and implementation. Our team members are building tools and creating and testing new solutions that will help to create resiliency in our rivers. With a mission of preserving and restoring freshwater ecosystems, our approach is driven by science, data, and results (see our [Core Values](#)). The Freshwater Trust is a systems change-focused nonprofit that builds and deploys technical, financial, and policy tools to enable large-scale solutions that bolster watershed resiliency. With headquarters in Portland, OR, TFT employs 50+ team members across Oregon, Idaho, Washington and California. We currently have three physical offices in Portland, Ashland, OR and Sacramento, CA. Our team members range in background and skillset; teams include philanthropy and fundraising, communications, science and analytics, restoration, legal, finance, and administrative and systems support.

**Who you are:** This role is ideal for an individual with a background and interest in conservation policy work, who can work independently on nuanced and fast-moving efforts, and who possesses exceptional organizational and communication skills.

#### **What will you be doing?**

- Responsible for coordinating and helping to further TFT's legislative efforts at the federal level and state level in multiple western states.
- Lead on coordinating and following up on strategic relationships with elected officials, federal and state agencies, and external partners (external partners include lobbyists contracted by TFT, agencies, conservation organizations, and other partners). Track progress and direct follow-up efforts of these relationships.
- Research, analyze, and monitor conservation finance and water policy activity and advise TFT staff on significant legislation or opportunities.
- Prepare, coordinate, and lead review and finalization of advocacy materials to engage audiences with varying experiences and interests.
- Participate as needed in cross-department teams to support policy-related needs of ongoing conservation projects.
- This position will report to the Vice President of Policy & Finance and provide support to the VP of Initiatives, VP of Water, California Director, Senior Attorney & Policy Specialist, Senior Water Attorney, and President/CEO on policy related matters.

#### **What is your background and skillset?**

- Bachelor's degree required, optimally in environmental, political science, or a related water field.
- J.D. and/or experience advocating for conservation issues preferred.
- At least 1-2 years professional experience preferred, preferably in a political/legislative context.

- Strong understanding of legislative procedure and political campaign design and implementation.
- Interest in learning about ways to systemically improve how policies are implemented to support, fund, and complete meaningful on-the-ground improvements to waterways.
- Intuitive nature and ability to work with diverse groups of people.
- Ability to work collaboratively and promote a healthy learning environment.
- Execution oriented and focused, with an ability to translate need into strategy and action.
- Ability to work in an open-office, team environment (although we are all currently working from home).
- Excellent communication skills, both verbal and written; ability to learn, use and improve internal tracking and coordination tools and processes.

**Benefits and Compensation:**

- Competitive salary based on experience.
- The Freshwater Trust believes in investing in our employees, their health, and future through our benefits offerings. Our total rewards package includes full health and dental coverage, automatic 5% retirement employer contributions, commuter benefits and cell phone reimbursement. Because we are all in, we value getting out, and support our staff with 5 weeks of paid time off plus over 10 paid holidays per year. We also offer perks such as staff retreats, sabbatical for full-time staff after seven years, and professional development opportunities.

**Application Instructions:**

Supply a Cover Letter, Resume, and a list of 3 References into a single PDF not to exceed 5MB. Submit required information and documentation [here](#).