



415 Second St. NE, Suite 200 • Washington, D.C. 20002 • (202) 547-7800 • www.wheatworld.org

Position Description

Organization: National Association of Wheat Growers
Location: Washington, DC
Position: Government Relations Coordinator
Reports to: Vice President of Policy and Communications
Date: August 22, 2019

Overview

Entry level policy coordinator position with opportunity for growth. Work with and support the policy staff of the National Association of Wheat Growers in executing the policy objectives of the organization and the organization's Political Action Committee (WheatPAC). NAWG is a national federation of 20 state associations and their farmer members with a small staff in Washington, DC.

Responsibilities/Duties/Functions/Tasks:

- Draft correspondence to the administration, federal agencies, and Congress on policy issues in line with NAWG's policy and strategic objectives.
- Prepare issue update memos for the NAWG staff and farmer leaders; undertake research for background facts, history, and data; develop charts and graphs to be used in testimony, comments, press releases, talking points, and presentations.
- Research and draft written testimony for Congressional hearings and comments on federal rulemakings.
- Schedule Congressional meetings for NAWG staff and state associations.
- Provide support to NAWG's policy committees.
- Lobby Members of Congress and Congressional staff on NAWG's legislative priorities.
- Represent NAWG at coalition meetings.
- Develop and execute strategic solicitation and administration plan for WheatPAC activities. This will include responsibility for submitting quarterly PAC filings with the FEC. WheatPAC fundraising also includes coordination of the annual auction held during Commodity Classic.

Experience/Qualifications

Qualified applicants will have a college degree, experience in government relations (including through internships), or a combination of education and experience, as well as a basic understanding of agriculture policy. Individuals from NAWG-member states are highly encouraged to apply. Qualifications include good verbal and written communication aptitude, strong interpersonal skills, and proficiency with Microsoft Office software. Applicants should have a strong ability to manage multiple projects and to meet deadlines, as well as to work independently and collaboratively within a small team environment to support the organization. Internship experience on Capitol Hill, the Administration, or an agriculture association or company is preferred.

Compensation

Salary is negotiable and commensurate with education and experience

Benefits

Competitive salary, health care, dental, matching 401K, paid PTO

Applicant instructions

Please email cover letter and resume to NAWGDC@gmail.com with "Government Relations Coordinator" in the subject line

Closing Date

Wednesday, September 18, 2019