

Government Relations Associate

(posted 3/30/17)

Position Available

The Food Research and Action Center (FRAC), a nonprofit anti-hunger advocacy organization, seeks a highly motivated individual for Government Relations Associate. The Associate provides programmatic and related support for FRAC's legislative advocacy efforts, field outreach, coalition building, policy conference planning and coordination, e-advocacy, messaging and communications with Capitol Hill offices and overall support for FRAC's government affairs priorities. Experience in social and digital media is a prerequisite. Leading candidates also will have a demonstrated ability to accurately grasp, articulate, and advance FRAC's mission and act effectively in collaboration with multiple stakeholders.

Organizational Background

FRAC is the leading national nonprofit organization working to improve and implement effective public policies and public-private partnerships to eradicate hunger and undernutrition in the United States. FRAC engages in research, policy analysis and advocacy, coalition-building, technical assistance and training, and an array of communications strategies. FRAC works in partnership with hundreds of national, state and local nonprofit organizations, public agencies, corporations and labor organizations to address hunger and food insecurity, and poverty as their root cause.

Duties and Responsibilities

- Assists with the development and implementation of FRAC's legislative agenda, including extensive contact with and support to FRAC's network of state and local anti-hunger organizations.
- Maintains FRAC's communications and scheduling with Capitol Hill offices.
- Coordinates FRAC's e-advocacy efforts, including developing action alerts.
- Works closely with program and communications staff to develop fact sheets and other education, communications and legislative materials.
- Represents FRAC at events on Capitol Hill and with national coalition partners.
- Manages planning of FRAC's annual policy conference with external conference consultants and conference cosponsors.
- Provides support to FRAC's Director of Government Affairs.

Skills and Experience

The ideal candidate will possess the following characteristics:

- Bachelor's degree with at least four years of nonprofit or legislative advocacy experience.
- Strong analytic, written and verbal communication and research skills.
- Strong organizational skills.
- Ability to work collaboratively both with outside partners and internally with communications, program and fundraising staff.
- Solid computer and database management skills.

- Experience in low-income program advocacy, e-advocacy and legislative process.
- Event planning experience.
- Commitment to working for social justice.

Salary/Benefits

Salary commensurate with experience. Generous leave, health, retirement and other benefits.

To Apply

Send resume, cover letter, and two writing samples (no more than four pages) to:

Government Relations Associate Search Committee
Food Research and Action Center
1200 18th Street NW, Suite 400
Washington, DC 20036

Email: employment@frac.org (Please include "Government Relations Associate Search Committee" in the subject line.)

Fax: 202/986-2525

No phone calls, please.

Opening/Closing Dates

The position is available immediately. It will close when filled. However, FRAC seeks to hire a qualified individual as soon as possible.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on age, sex, race, religious creed, sexual orientation, disability or ethnic or national origin.