



## **Coastal States Organization Position Announcement**

### **Legislative Representative**

#### ***POSITION DESCRIPTION:***

The Coastal States Organization (CSO) is looking for an energetic, team oriented person to help educate Congress about coastal, ocean and Great Lakes issues. We seek a person with exemplary communications skills and a commitment to advancing the interests of state coastal management programs. CSO is a small, 501 (c) 4 not-for-profit, non-partisan organization founded in 1970. CSO represents the interests of the Governors of the nation's 35 coastal states and territories on legislative, regulatory, policy and program matters related to coastal, ocean and Great Lakes resources.

#### ***LEGISLATIVE RESPONSIBILITIES:***

- Develop and implement strategies to educate Congress about funding priorities; work with agencies, members of Congress, and coalitions to build support particularly during the budget and appropriations process.
- Develop and update written materials and presentations on appropriations priorities and other topics.
- Work with Executive Director and Board members to identify other legislative goals that advance the interests of coastal states and territories, and develop and implement legislative strategies to achieve these goals.
- Engage and involve Board members in implementation of legislative plans and strategies.
- Prepare witness testimony and organize events such as briefings, receptions and workshops to help educate Congress about CSO priorities.
- Develop and implement a strategy to create new coastal and oceans champions in Congress.
- Strategically engage with other organizations, coalitions and federal agencies to help advance legislative priorities.

#### ***OTHER RESPONSIBILITIES:***

- Help plan and execute Executive Committee and biannual members meetings.
- Oversee and contribute to coastal issue-specific projects.
- Facilitate issue-area work groups as assigned.
- Assist in development and implementation of CSO's strategic communications plan.

#### ***MINIMUM QUALIFICATIONS:***

- At least 3 years of government relations experience.
- Master's degree or equivalent in a relevant area.

- Experience and knowledge in federal governmental affairs and advocacy.
- Excellent communications and interpersonal skills, including both written and oral.
- Effective personal management style compatible with small office environment, including ability to coordinate and set priorities among multiple tasks, meet deadlines, and work as a team member on small or large tasks.
- Enthusiasm for the CSO mission and the strategic goals of the organization.
- Familiarity with the design and implementation of strategic communications plans.
- Substantive knowledge about one or more of the following issue areas: National Ocean Policy and its implementation, coastal/ocean ecosystem restoration, the Coastal Zone Management Act and its implementation, shoreline and beach renourishment, ports and harbors maintenance and beneficial use, regional ocean planning, coral reef protection, ocean and coastal issues unique to the Island states & territories and/or other relevant specialization.

***PREFERRED QUALIFICATIONS***

- Background in marine/coastal science, policy and/or law.
- Experience working with congressional members or state legislators and their staffs.
- Experience working on coastal issues with state governments and programs.
- Prior work on coastal issues at a national level.
- A sense of humor, a commitment to public service, a high-energy level, strong persuasive skills, facilitation capabilities, and excellent organizational and time management skills.

***COMPENSATION & BENEFITS***

Salary will be based upon experience, ranging from \$60,000 to \$75,000. Excellent benefits package includes 401(k), health, dental care and disability.

***ANTICIPATED START DATE: MAY 15, 2013***

***TO APPLY:***

Applications will be accepted until 5 PM EDT on Friday, April 26, 2013. However, applications will be considered on a rolling basis so please submit your materials as soon as possible. Please email cover letter, resume and salary expectations to:

[jobs@coastalstates.org](mailto:jobs@coastalstates.org)

***LOCATION:***

Coastal States Organization  
444 N. Capitol Street NW, Suite 638  
Washington DC 20001