



Job: Policy Associate

Location: Washington, D.C.

The [American Flood Coalition](#) is a nonpartisan group of 120+ elected officials, local leaders, military groups, and businesses that have come together to drive adaptation to the reality of higher seas, stronger storms, and more frequent flooding. The coalition seeks to advance national solutions that support flood-affected communities and protect our nation's residents, economy, and military installations. Additionally, [American Flood Action](#), our sister organization, is a 501(c)(4) nonprofit organization that advocates for legislation and policy change in line with our principles. This position will provide work for both organizations.

We are a start-up nonprofit organization and we do things differently. We aim to change the game with a singular focus on flooding and sea level rise, a creative approach to finding solutions, and deep analysis and partnerships that leverage existing efforts. We draw on our strength as communicators and practical problem solvers to bring in those stakeholders that other groups do not, building broad public support for built and nature-based solutions at the local and national level.

Our team is passionate, entrepreneurial, fast-paced, and looking to radically improve how communities around the country adapt to flooding and sea level rise.

Mission of Role

We are looking for an Associate to join our growing Policy & Government Relations team. Our Policy & Government Relations team is responsible for conducting policy research, advocating on behalf of our coalition and mission on Capitol Hill, and leading the way in coalition and partnerships growth at the federal level.

The ideal candidate will be a self-motivated, driven individual who has a strong command of the legislative process as well as outstanding interpersonal skills.

If you are a team-player who desires to work with some of the most talented and passionate people in the space that are focused on righting the course of tomorrow, you have come to the right place.

Job Description

- **Conduct impactful research.** Spearhead the expansion of our policy portfolio and ground it in strong, and meaningful research.
- **Draft substantive policy materials.** Craft letters to agencies and Congress, issue briefs, fact sheets, talking points, and social media posts to persuade and inform our diverse audiences.
- **Represent the Coalition on Capitol Hill.** Serve as a representative for our Coalition's members in the halls of Congress, and articulate our mission directly to Members and their staff.
- **Monitor the Hill.** Track the status of our legislative efforts and maintain a steady awareness of our ongoing policy priorities, important hearings, briefings, etc.
- **Develop relationships.** Broaden our reach and impact by fostering new partnerships with motivated stakeholders, both on the Hill and off.



Key Qualities

- **Driven:** A self-starter who takes great pride in their work and sees projects through to completion.
- **Excellent Communicator:** Has the ability to communicate with ease to varying audiences as well as the ability to build and foster relationships with influential key players at all levels.
- **Flexible:** Able to handle multiple projects and prioritize responsibilities in an organized manner.
- **Team Player:** An individual who thrives on collaborating toward a common goal.

Qualifications

- Bachelor's degree, ideally in Government, Political Science, or a related field.
- Minimum of 2-3 years of experience working in public policy, preferably on Capitol Hill, a government relations firm, or a related field.
- Demonstrated background in conducting research and developing policy, a strong command of the legislative process, and the ability to foster relationships with key people.
- Excellent communication skills that can effectively deliver messages to varying audiences.
- Ability to work calmly and maintain good judgment in a fast-paced environment.
- Ability to think, plan, and execute on multiple projects simultaneously in an organized fashion.

Compensation & Benefits

- Competitive salary commensurate with experience.
- Robust benefit options including health, dental, vision and disability insurance as well as 401(k) and generous PTO.

Please send resumes to Benjamin Scott at benjamin@floodcoalition.org

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.