Job Announcement  
Post Date: October 7, 2014

TITLE: Conservation and Government Relations Associate  
CLASSIFICATION: Associate  
WAGE CATEGORY: Exempt  
REPORTS TO: Senior Director, Clean Water Program and Senior Director, Government Relations  
LOCATION: Washington, DC

ABOUT AMERICAN RIVERS
American Rivers protects wild rivers, restores damaged rivers, and conserves clean water for people and nature. Since 1973, American Rivers has protected and restored more than 150,000 miles of rivers through advocacy efforts, on-the-ground projects, and an annual America’s Most Endangered Rivers® campaign. Headquartered in Washington, DC, American Rivers has offices across the country and more than 200,000 members, supporters, and volunteers. American Rivers maintains a positive work environment with a culture of learning, support and balance. For more information please visit www.americanrivers.org.

JOB SUMMARY
American Rivers seeks a Conservation Associate to support American Rivers’ Clean Water Program as well as the Government Relations Department. The Associate will help support federal policy efforts to promote green infrastructure and protect small streams and wetlands and assist with work in the Chesapeake Bay watershed. The Associate will conduct research, develop written materials, engage in lobbying activities, and perform administrative tasks on a day-to-day basis. The position will report to the Senior Director of the Clean Water Program and the Senior Director of the Government Relations Department.

DUTIES AND RESPONSIBILITIES INCLUDE
Clean Water Program and Conservation (50%):
• Work with the Senior Director, Clean Water Program to carry out American Rivers Clean Water program work;
• Conduct research and write reports and outreach materials on clean water issues, green infrastructure, stimulus spending and other issues;
• Help develop strategy for administrative changes, prepare materials, and attend agency meetings;
• Provide research assistance to clean water program staff as necessary;
• Assist the Senior Director of the Clean Water Program in preparing presentations and written materials;
• Work closely with key staff from the Clean Water Program and other departments assigned to these initiatives, including Government Relations and Communications;
• Work with Clean Water Program staff to develop website materials and other communications/outreach related work;
• Assist with Chesapeake Bay clean water policy work;
• Provide administrative, clerical and programmatic support and other duties as directed.
Government Relations (50%):
- Work as a member of the Government Relations team to carry out American Rivers’ legislative agenda;
- Conduct research and otherwise assist the Government Relations Department in lobbying for American Rivers’ legislative priorities;
- Serve as the Government Relations Department lead for lobbying on clean water legislation;
- Attend hearings; represent American Rivers at conservation community meetings; assist in delivering materials to Congressional Offices;
- Manage databases, including a database of correspondence with Capitol Hill;
- Manage quarterly and semi-annual lobbying disclosure reporting requirements for the Government Relations Department;
- Manage special projects;
- Provide administrative and clerical support and other duties as directed.

MINIMUM QUALIFICATIONS
- A Bachelor’s Degree and 2 to 4 years of experience in a relevant field.
- Working knowledge and experience with water science and/or policy desired.
- Willingness to register as a lobbyist and follow all federal lobbying requirements.
- Demonstrated experience in planning and carrying out conservation-related research and/or policy projects.
- Strong verbal and written communication skills, including copy editing, proof reading, and finalizing documents.
- Decisive and able to work independently; proactive and solution-oriented.
- Proven success at anticipating needs and taking initiative; capable of following through on assignments with minimal direction.
- Highly organized and resourceful, able to prioritize tasks, work on several projects concurrently and meet deadlines.
- Consistent exercise of discretion and independent judgment.
- A team player with excellent interpersonal skills and a good sense of humor.
- Ability and willingness to travel when needed.
- Experience with social media, including blogging, preferred.
- Hill experience preferred but not required.

SALARY AND BENEFITS
Salary is commensurate with experience. Full-time employee benefits include health, dental, vision and life insurance, a retirement plan, and generous leave time.

APPLICATION PROCESS
Applications will be considered immediately. Applicants should submit a resume and cover letter (including salary history) to: jobs@americanrivers.org with “DC CWS/GR Associate 2014” in the subject line or to American Rivers, Attn: 2014 Clean Water Supply/Government Relations Associate, 1101 14th St. NW, Suite 1400, Washington D.C. 20005. No phone calls please.

American Rivers is an Equal Opportunity Employer
Candidates of all backgrounds are encouraged to apply.