

WSSRA Legislative Coordinator Opening

Posting Date: April 15, 2024

Closing Date: May 5, 2024

Annual Wage: \$65,000 - \$85,000

Duration: Full Time

Work Site: Lacey, Thurston Co, Washington

Employer: Washington State School Retirees' Association

Description:

Legislative Coordinator will participate in direct lobbying; track legislation; produce ongoing reports; research and compose briefing papers; compose, edit, and publish pages for the association webpage; and assist with planning, preparation, and execution of association legislative workshops.

Will perform a number of various duties including: report to the association Executive Board on legislative matters, attend local and regional association meetings; produce monthly and annual Public Disclosure Commission Reports; provide administrative support to the association's Legislative Committee; compose articles for association newsletters, weekly written updates during the legislative session, and an end-of-session wrap up report.

Job Requirements:

- Knowledge of the Washington State Legislature and the legislative process.
- Experience working at least one legislative session as a legislative staff member, state agency legislative support, or lobbyist.
- Ability to maintain composure working in a political environment.
- Excellent writing skills.
- Ability to work with association contract lobbyists.
- Familiarity with current office equipment and commonly used software – Word, Outlook, PowerPoint, Teams, Zoom etc. Ability to learn basic marketing software.
- Patience with, and respect for, the elderly population.
- Ability to coordinate meetings.
- Reliable transportation and telephone.
- Ability to pass reference and criminal background checks.
- Ability to work in an office environment.
- A bachelor's degree is strongly preferred but not required.
- Knowledge of retirement and aging issues is preferred.

This position is a mix of lobbying, advising, and legislative assistant type work. The ideal candidate is a person who can navigate the legislative environment, conduct policy research, and help board members and volunteers advocate for their interests.

Application Procedure:

Please email resume and cover letter to Peter Diedrick: peter@wssra.org