



Rural Community Assistance Partnership

Government Affairs and Policy Specialist

Reports to: Senior Director of Government Affairs and Policy

Location: DC office or hybrid (office/work from home)

Posting Date: November 22, 2021

We will start reviewing applications: December 10, 2021

Anticipated Start Date: February 14-21, 2022

Organization Description: The Rural Community Assistance Partnership (RCAP) is a national network of nonprofit partners that works to ensure that rural and tribal communities across the United States have access to safe drinking water, wastewater treatment, solid waste disposal, and economic prosperity through direct technical assistance, training, and financial assistance in the smallest communities across the country. RCAP works to build capacity at the local level, while raising the voice of rural and tribal communities through advocacy, storytelling, research, and strategic partnerships. Last year, RCAP served more than 3.4 million rural and tribal residents, more than a third of which came from communities of color. RCAP's work prioritizes the smallest, most distressed communities, providing services to an annual population of 1,500 and with a median household income of just over \$38,000, approximately half of the national average.

RCAP is an Equal Opportunity Employer: We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who come from rural areas; who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color; who are queer, trans, non-binary, or two-spirit; people with disabilities; people who are immigrants; people from poor and working-class backgrounds; and people who are/have been system-impacted are strongly encouraged to apply.

We expect all our employees to share a commitment to equity, diversity and inclusion, and always seek ways to improve how well we live these values. If we can make the application process easier through accommodation in the recruitment process, please let us know. Once you have applied, we welcome your feedback on how you have experienced our values around diversity, equity, and inclusion in the recruitment process.

Position Description: RCAP is hiring a Government Affairs & Policy Specialist at its National Office. The Specialist will support the Government Affairs team in its effort to build relationships with key Congressional members, federal agency officials, and other national groups to further policy and advocacy goals and help to manage various coalitions that RCAP leads. This position supports the national office organization and helps regional partner organizations and other strategic coalition partners be effective in their public policy engagement and advocating the needs of the smallest communities across the country.

Responsibilities include but are not limited to the following:

- Serves as key staff support to the Senior Director of Government Relations and Policy
- Serves as the key staff contact to connect RCAP and regional partners with members of Congress, the Administration and other policy makers
- Serves as RCAP's point of contact for coalitions, managing the day-to-day work centered on both the Rural Network and the Reimagining Rural Assistance Network coalitions that RCAP co-leads
- Drafts letters, action alerts, reports, and other written materials
- Tracks policy-related news, publications, & other commentary from a variety of sources and disseminate information to the Government Relations and Communications teams identifying impact on the organization
- Assists the Senior Director of Government Affairs and Policy in monitoring legislation and congressional actions of legislation of interest to the organization and regional partners
- Participates in planning and logistics for department and organizational events and coalitions designed to increase the advocacy skills of network and coalition partners and their knowledge of important public policies
- Assists in advocacy research and develops materials for organization projects and advocacy communications, including weekly briefs to regional partners and coalition members, action alerts, and regular communication to targeted congressional staff
- Maintains and updates departmental and coalition contact lists, congressional management tools, and other digital tools that assist the Government Affairs team
- Exercises discretion and good judgment in the responsibilities associated with managing job function; works cooperatively, respectfully, and collaboratively with other employees; functions as a team player; and participates actively with supervisor in professional development and growth
- Other duties as assigned by the Senior Director of Government Affairs & Policy

Role Requirements:

- 5-7 years of substantive experience in government relations, Capitol Hill, non-profit or public policy work
- Organizing and coalition experience preferred, demonstrated ability to learn acceptable
- Familiarity with how to interact with Congressional staff and law-making processes
- Familiarity with appropriations and authorization processes preferred
- Broad understanding and passion for rural, economic development, and environmental policy issues is preferred
- Strong oral and written communication skills required
- Ability to organize assigned tasks and execute them with excellent customer service

- Experience networking and coordinating with multiple organizations preferred

Hours: Exempt Full-Time

Salary Range: \$70,000-\$80,000

How to Apply: To apply please submit a letter of interest and resume/CV to abrown@rcap.org. we will start reviewing applications December 10 until the position is filled.

The Selection Process: In an effort to be as transparent as possible in our selection process as well as to help expedite bringing new staff on board, below is an anticipated timeline of key events:

- Review of Resumes: Applications will be reviewed as they come in. All initial reviews for applications submitted by December 10 will be completed December 17.
- First Round Interviews (via phone): January 10-14
- Second Round Interviews (via Zoom): January 17-21
- Reference checks: January 24-26
- Extend offer: Week of January 31

While we will proactively communicate these dates and any changes to you throughout the process, please consider placing tentative holds on your calendars for the initial screening and face-to-face interviews.

COVID-19 Response: RCAP recognizes these are unprecedented times and wants to remove any barriers that would prevent anyone disproportionately affected by the pandemic from applying. RCAP receives a significant amount of funding from federal sources and must comply with federal guidelines related to vaccine requirements, masks, and other local and federal public health guidelines.