



# Legislative Affairs Associate

Job type: Full-time

Location: Washington, D.C., remote work possible

FLSA Status: Salaried Exempt

Salary: \$60,000-\$70,000

## Job Description

\*Applications received via Indeed will not be considered. All interested applicants should apply via link the listed in the "Application and Nomination Process" section.

The [Foundation for Food & Agriculture Research](#) (FFAR) is a nonprofit organization that builds public-private partnerships to fund audacious research addressing the biggest challenges in food and agriculture. FFAR is committed to providing every person access to affordable, nutritious food grown on thriving farms. The Foundation pioneers scientific and technological innovation by funding research that fills critical research gaps. Ultimately, FFAR's partnership and results benefit farmers, consumers and the environment.

## Position Description

FFAR seeks a legislative affairs associate to coordinate legislative initiatives and communications efforts. As a member of the Communications & Legislative Affairs Team, the associate assists in building and maintaining our relationships with Congress. Primary responsibilities include scheduling meetings with congressional members and external stakeholders, legislative tracking and planning tours of funded research. This position further identifies communications opportunities to promote FFAR research and partnerships. The legislative affairs associate supports both legislative affairs and communications initiatives at FFAR.

This is a wonderful opportunity for a talented team player with two to four years of experience to join a dedicated group of professionals with a unique role in the food and agriculture community. The associate role requires a resourceful self-starter equipped with initiative and superior communication skills, as well as the ability to work both collaboratively and independently.

## Duties & Responsibilities

- Support the communications & legislative affairs director in legislative strategy planning and execution
- Schedule meetings with Congressional members and staff, prepare materials, contribute during meetings and conduct subsequent follow up
- Plan and execute site visits and tours for key stakeholders including Congressional members and staff
- Track and analyze relevant legislation
- Maintain records of legislative meetings
- Assist in drafting formal communications to Congress including, but not limited to, formal correspondence, meeting materials and presentations
- Research and compile relevant FFAR-branded documents
- Identify and assist with content creation for communications channels that promote FFAR's mission, research and partnerships
- Coordinate with other FFAR departments to support programmatic communications
- Work closely with director to support monthly Board Committee meetings and develop materials for quarterly Board meeting updates

## Qualifications

- Bachelor's degree in journalism, communications, public policy or related degree
- At least two years of professional experience in communications or legislative affairs
- Strong verbal communication and presentation skills
- Exceptional writing abilities
- Stellar interpersonal skills and the ability to remain poised under pressure
- Self-motivated, creative problem solver with an ability to prioritize under multiple deadlines
- Superior Microsoft Word, Excel and PowerPoint skills
- Enthusiasm for/interest in improving the food and agriculture system through science

## Application & Nomination Process

Interested candidates are encouraged to [apply for the legislative affairs associate position](#). Applications must include both a cover letter and resume. FFAR reviews applications on a rolling basis and will accept applications until a candidate is selected.



## Additional Information

Applicants must comply with all safety requirements in our workplace, which may include providing proof of full vaccination for COVID-19 and adhering to other safety protocols.

## EEO Statement

*FFAR is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws. Applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.*