

Job Description - Communications and Legislative Affairs Associate

Description

The Foundation for Food and Agriculture Research (FFAR), a 501 (c) (3) nonprofit organization established by bipartisan Congressional support in the 2014 Farm Bill, builds unique partnerships to support innovative and actionable science addressing today's food and agriculture challenges. FFAR leverages public and private resources to increase the scientific and technological research, innovation, and partnerships critical to enhancing sustainable production of nutritious food for a growing global population.

FFAR seeks a Communications and Legislative Affairs Associate to play an active, cross-functional role in coordinating communications and legislative affairs efforts by the Foundation for Food and Agriculture Research. There is ample opportunity to take on more responsibility as the Associate grows into being an integral member of the FFAR team. The Associate will play a meaningful role in executing legislative and communications strategy and contributing to the overall success of a growing Foundation established by Congress.

Responsibilities

- Work closely with the Director of Communications and Legislative Affairs and the Communications Officer to coordinate communications and legislative affairs efforts including press releases, email marketing.
- Coordinate planning calendars and assist with content creation for blog, newsletter, social media and website.
- Coordinate with Scientific Program Department to support programmatic communications, including blog posts, webinars, event invitations, and other promotional content.
- Work closely with Director to support monthly Board Committee meetings and develop materials for quarterly Board meeting updates.
- Support planning and execution of internal and external meetings and events including invitations, registration lists, and other logistics.
- Manage federal relations database and assist with meeting coordination including material development.
- Assist Director with formal communications to Congress including, but not limited to, formal correspondence, emails to congressional staff, meeting materials and presentations.

Minimum Qualifications

- Bachelor's degree in journalism, communications, public policy or related degree.
- At least one year of professional experience in a communications or legislative affairs role.
- Exceptional writing and presentation skills.
- Superior Microsoft Word, Excel and PowerPoint skills.
- Self-motivated, creative problem solver with ability to prioritize under multiple deadlines.
- Enthusiasm for/interest in improving the food system through scientific innovation.

Desired Qualifications

- Experience with Adobe suite.
- Professional social media experience and/or graphic design skills a plus.
- Wordpress or other CMS experience a plus.

Please note that this position does not qualify for relocation assistance.

****To Apply: Please send a resume, writing sample (press releases, blog posts or social media samples preferred) and cover letter indicating your salary requirements to pkeysfriedman@foundationfar.org Please specify Communications and Legislative Affairs Associate in the subject line of your message.****

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, 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.