

Legislative Fellow

Position Description

SUMMARY

[ESP Advisors](#) is a bipartisan policy and communications firm. We are seeking a Legislative Fellow to support the firm's ocean and environmental policy outreach and impact on behalf of our clients. This will be a three month position, preferably starting February 1, 2021, with an opportunity to extend or advance depending on fit, ability, and firm needs.

The Legislative Fellow will report to the Policy Director and will engage directly with clients and support advocacy on policy priorities, as well as research, analyze, and draft ESP Advisors' client deliverables. This is not an entry-level position.

WHO WE ARE

ESP Advisors and our team of bipartisan, bicameral policy experts work hand in glove with clients to grow their influence in Washington, D.C. Our legislative experience, trusted relationships with policymakers, and networks with diverse stakeholders allow us to deliver exemplary results. We are driven by our deep understanding of the environment, science, and policy, and our mission to help organizations make meaningful changes to policy and public opinion. Our past and current clients include ocean technology companies, seafood groups, science non-profits, environmental nonprofits, and more.

WHO YOU ARE

A driven individual with an interest in environmental, science, and ocean policy who wants to further your career by gaining experience in multi-client consulting and advocacy. You are a confident communicator with strong time management, writing, and project management skills. You are comfortable working for a small, fast-paced, rapidly-growing firm, and want to help ESP Advisors and our clients make an impact. You value professional development and networking opportunities.

RESPONSIBILITIES

The Legislative Fellow will be responsible for research, writing, and project-based work, largely to be completed independently with specific deadlines and periodic check-ins. The position will report to the Policy Director. Responsibilities include, but are not limited to:

- Assist with clients' legislative strategy
- Help schedule and manage meetings with Congressional and agency staff
- Assist with client fly-ins and Hill Days, including being in office for any day of emergencies
- Update and maintain clients' Congressional outreach spreadsheets
- Write briefing documents for ESP Advisors leadership team and clients ahead of meetings
- Provide insight and take notes in meetings
- Track and ensure deliverables are completed on time
- Track and analyze relevant legislation
- Help draft ESP Advisors' Weekly Ocean Policy Newsletter including relevant news, upcoming Congressional activities, and regulatory tracking

- Produce analytical reports on Congressional legislation and executive actions
- Track ocean, environmental, and climate policy and news
- Monitor, track, and summarize Congressional hearings and other relevant events for clients
- Create client deliverables using ESP Advisors grammar and branding guidelines

BASIC QUALIFICATIONS

- 1-3 years of work experience in federal policy or a related field
- Comfortable working across party lines and with clients on both sides of the political spectrum
- Detail-oriented and skillful writer, especially for fact-based, nonpartisan policy analysis
- Able to keep an independent work schedule, take initiative, and tackle complex problems
- Effective organization and communication skills and confidence to raise concerns/issues as they arise
- Proficient in Google Workspace
- Located in the Washington, DC area

PREFERRED QUALIFICATIONS

- 1-3 years experience working in Congress
- Strong network in the field
- Background in environmental, science, and/or ocean policy

COMPENSATION

- Commensurate with experience
 - 15-30 hours per week
 - Monthly retainer between \$3,000-4,500

REQUIRED DOCUMENTS

- Resume
- Cover Letter
- Two recent writing samples

Our company is an equal opportunity employer. People of color, women, members of the LGBTQ+ community, and other traditionally underrepresented communities are encouraged to apply.

Please visit [espadvisor.com/careers](https://www.espadvisor.com/careers) to apply. Applications due by January 16, 2022.