



## **Job Announcement: Senior Policy Coordinator**

### **Position Details**

- Employment Type: Full-time non-exempt or exempt, depending on final salary.
- Compensation: \$60,500 – \$74,000 annually, depending on experience and location.
- Benefits include: medical/dental/vision insurance, Simple IRA, starting with three weeks paid vacation, sick leave, remote stipend.
- Location: Central or south Puget Sound with significant work in Olympia during legislative session

### **Position Summary:**

Reporting to the Senior Policy Director, the Senior Policy Coordinator is responsible for assisting the Senior Policy Director with state legislative issues, and other issues that CNW works on with state agencies, for example, energy siting, wildlife connectivity, and policy decisions in front of the Fish and Wildlife Commission.

### **Responsibilities:**

- Bill analysis and tracking
- Setting up meetings and field trips with legislators
- Coordination with the Environmental Priorities Coalition
- Develop a proficiency with policy decisions and potential legislative solutions to least conflict energy siting
- Assist the Policy Director in moving legislative discussions around wildlife crossings and connectivity forward
- Tracking discussions in front of the Fish and Wildlife Commission relevant to CNW's mission; keeping the Policy Director informed of needed interventions, and assisting with organizing grass roots response (e.g., action alerts) when relevant
- Other duties as assigned

### **Desired Qualifications**

- At least 3 years of experience working with legislative issues, nonprofit experience strongly preferred;
- Excellent knowledge of natural resource policy
- Experience with interacting with legislators, analyzing bills, writing summaries and action alerts
- Strong interpersonal communication skills and ability to work with internal and external teams
- At least a Bachelor's degree in natural resources policy, political science, or other conservation policy areas; Master degree preferred
- Understanding of the mission, model, and work of Conservation Northwest

*Conservation Northwest is an equal opportunity employer committed to creating an inclusive workplace that represents the diversity in our communities. Veterans and people with diverse social, racial, and ethnic*

#### **Web and email**

conservationnw.org  
facebook.com/ConservationNW  
info@conservationnw.org

#### **Seattle headquarters**

1829 10th Ave W, Suite B  
Seattle, WA 98119  
206.675.9747  
206.675.1007 (fax)



*backgrounds are encouraged to apply. All qualified applicants will be considered for employment without preference given to race, color, religion, sex, sexual orientation, gender identity, social background, or disability status.*

**Who we are:**

Conservation Northwest has a 30+ year track record of success protecting and connecting wildlands in Washington and British Columbia, and recovering our region's iconic wildlife including wolves, wolverines, fishers, lynx, and grizzly bears. We recognize that for long-term progress, conservation must go hand-in-hand with healthy, prosperous and equitable communities.

Our mission is simple: connect the big landscapes, restore the most vulnerable wildlife, and protect our natural heritage for future generations. With an annual budget of \$3M, our 24 staff represent 4,000 members in Washington, British Columbia, and beyond. Our conservation community also includes more than 18,000 activists, supporters, and online followers.

**Our Mission:** We protect, connect and restore wildlands and wildlife from the Washington Coast to the British Columbia Rockies.

**Our Values:** Adaptability, boldness, collaboration, empathy, equity, integrity, pragmatic idealism, rationality, tenacity

**To Apply:**

Please send resume and one-page cover letter to Paula Swedeen, Senior Director for Policy at [pswedeen@conservationnw.org](mailto:pswedeen@conservationnw.org). No phone calls, please. After interviews, candidates will be asked to provide at least two professional references.

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