



## **JOB DESCRIPTION**

### **LEGISLATIVE ASSOCIATE OR SENIOR LEGISLATIVE ASSOCIATE**

#### **POSITION SUMMARY**

[Americans for Tax Fairness](#), a coalition of national, state and local endorsing organizations active on high-profile federal tax reform issues, is seeking a Legislative Associate or Senior Legislative Associate with 1-2 years experience for the junior role, or 2-4 years of experience for the Senior role, with some combination of lobbying and/or working in Congress, knowledge of tax policy and/or domestic policy issues and tracking and communicating policy issues in writing. The person must have strong knowledge of Federal legislative processes & structures; ability to listen carefully, capture, and organize information to support the team and organization; committed to collaborating as a team; good foundation of advocacy and communications skills; basic knowledge of economic and/or domestic policy issues; good writing skills; knowledge of Excel; and comfortable operating in a fast-paced, campaign-style environment. This position will be supervised by and report to the Legislative Director. This position will work regularly with policy, communications, and digital staff. This is a full-time exempt position. The salary is \$65,000-\$75,000, depending on experience, and a comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 120 vacation hours, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment. The position is considered Exempt for federal overtime laws. The position is remote, however from time to time may be required to attend in person events and meetings and therefore must be located in the Washington, DC area.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### Legislative

- Support the implementation of legislative strategy that pursues ATF's tax-reform goals.
- Organize and create tools to track relevant tax and economic legislation, Members of Congress, and economic developments.
- Support the Legislative Director in staffing the ATF Legislative Committee, including helping to organize meeting agendas, taking detailed notes at ATF Legislative Committee meetings, and other duties as assigned.
- Assist the Legislative Director in scheduling Coalition Hill meetings and preparing briefing materials for coalition partners, Members of Congress, and Congressional staff.



- Follow and maintain knowledge of Federal tax-related developments such as bill introductions, hearings, markups, press conferences and floor activities, etc.
- Draft written materials such as letters to Congress, fact sheets, and reports of lobbying activities.
- Work with the Legislative Director to distribute ATF's policy and messaging materials to staff on Capitol Hill and encourage their use in hearings, press conferences and other activities.
- Track the social media feeds of key members of Congress and tax and economic journalists and pundits to stay on top of developments that ATF should react to or influence.
- Develop and maintain relationships with junior legislative staff at partner organizations.

#### Policy & Research

- Maintain knowledge of a wide range of tax policy issues and tax sources.
- Work with other staff in drafting reports, fact sheets and other materials that influence the tax policy debate.
- Rapidly respond to short-term research and policy requests, often in reaction to breaking news.

#### **QUALIFICATIONS**

- Bachelor's degree required.
- Knowledge of domestic policy, federal budget and economic policy issues.
- Minimum of 2 or 3 years employment in some combination of the following: legislative or policy internships, as a legislative staffer, in a policy position at an advocacy organization, or with Congress or the Executive Branch.
- Strong writing and analytical skills.
- Considerable experience with Microsoft Word, Excel, and Google Drive/Applications
- Demonstrated ability to work collaboratively, work well under pressure, and manage multiple priorities and projects effectively.
- Excellent attention to detail and accuracy.

#### **TO APPLY**

Send cover letter and resume to [jobs@americansfortaxfairness.org](mailto:jobs@americansfortaxfairness.org)

Subject line: "Legislative Associate" or "Senior Legislative Associate"

Americans for Tax Fairness is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

#### **E-Verify**



NVF participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.