



JOB POSTING

National Council of Negro Women, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Government Relations Coordinator

Position Description

Reports to: Vice President of Advocacy & Policy

Position: Government Relations Coordinator

FLSA Status: Exempt/Full Time

DC Based

The National Council of Negro Women is an “organization of organizations” (comprised of 300 campus and community-based sections and 38 national women’s organizations) that enlightens, inspires, and connects more than 2,000,000 women and men. Its mission is to lead, advocate for, and empower women of African descent, their families, and communities.

Position Summary:

We are seeking a dedicated, highly motivated, and enthusiastic individual to play a pivotal role on our team as Government Relations Coordinator. Under the direction of the Vice President of Advocacy & Policy, this position supports NCNW’s comprehensive strategy to develop and coordinate advocacy and education initiatives associated with NCNW’s federal, state, and local public policy by working closely with our internal team with research, administrative, and project management support. The Government Relations Coordinator will support the team in developing and implementing advocacy strategies that align with our mission and objectives while ensuring that we remain compliant with all relevant laws and regulations. The ideal candidate will have a demonstrated ability to analyze policy issues and conduct thorough research to support advocacy efforts. Furthermore, they will be responsible for monitoring proposed legislation, track legislation and regulatory developments, and identify potential impacts on our organization and membership. This role necessitates excellent communication skills, both written and verbal, to effectively convey our positions to policymakers and stakeholders. The coordinator will assist in organizing events, briefings, conferences and meetings to promote dialogue between our organization and key government officials on the federal, state and local levels. The position also provides an opportunity to engage in collaborative efforts that drive positive policy outcomes within the civil rights community. The successful candidate must be available to work occasional evenings and selected weekends as needed.

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Essential Responsibilities:

- Monitor legislative and regulatory activity relevant to NCNW's objects and provide timely updates with internal and external stakeholders using tracking tools.
- Conduct thorough research and analysis of policy issues to support advocacy efforts and inform decision-making processes.
- Prepare and distribute policy briefs, position papers, and other communication materials to effectively convey the organization's positions.
- Build and maintain strong relationships with government officials, agency representatives, and other key stakeholders in the public policy arena.
- Organize and coordinate meetings, events, and briefings with government officials and advocacy groups to further organizational objectives.
- Collaborate with internal departments to ensure alignment between public policy initiatives and organizational strategies.
- Provide administrative support to VP of Advocacy & Policy including calendar, email and project support.
- Collaborative mindset, capable of working effectively within interdisciplinary teams.
- Proficiency in utilizing government resources and internal tools for research purposes.
- Quick learner with the ability to adapt to new resources and information-search methods.
- Ability to support multiple projects and meet deadlines in a fast-paced environment.

Experience and Qualifications:

- High School Diploma or equivalent relative experience.
- Bachelor's degree preferred in public policy, political Science or a related field.
- Experience with (or a related educational background in) federal or state legislatures, federal or state executive or agency branch, government relations office, or advocacy work in local government, civil rights organization, a trade association, higher education, policy campaign, grassroots firm, or other relative organization.
- Strong research and analytical skills, coupled with a deep understanding of policy issues within the context of civil rights, equity, economic development, education, social justice and all other issues that press upon today's marginalized communities.
- Experience working with a membership association.
- Prior use of tracking tools to review and research legislation.
- Proficient in Adobe, Excel, Google Docs, and PowerPoint presentations.
- Possible travel is up to 15%.

Benefits:

- Medical
- Paid Time Off
- 401(k)
- Dental & Vision insurance
- Life insurance
- Employee assistance program
- Tuition reimbursement
- Legal Assistance

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- Hybrid Work Schedule
- Short- & Long-Term Disability

Salary Range:

\$60,000 - \$74,000 per year

To apply - Please email your resume and cover letter for consideration at Jobs@ncnw.org.