

Assistant, Policy & Advocacy

The National Association of Federally Impacted Schools (NAFIS) is seeking an early career professional or recent college graduate to serve as an Assistant, Policy & Advocacy to support the organization's policy and advocacy activities and to provide administrative support related to the execution of national conferences, training workshops, membership recruitment and other administrative duties. **The successful candidate will have excellent written and verbal communication skills.**

The Assistant, Policy & Advocacy will support all facets of the organization, most specifically:

- Attend coalition meetings, congressional hearings, and agency briefings on education policy and write reports and newsletter articles related to these activities
- Manage the NAFIS Action Network, the organization's grassroots database
- Compile and analyze data in excel databases that are specific to Impact Aid payments
- Assist in preparing reports, presentations, educational materials, and other documents
- Post to the NAFIS website and help develop the organization's social media presence
- Assist with membership recruitment and retention to include managing and updating databases
- Assist with organizing conferences and workshops to include:
 - processing registration and compiling documents for Impact Aid technical assistance workshops
 - managing the production and shipment of materials for two national conferences per year
 - providing onsite support for conferences and workshops
- Assist in preparing NAFIS Board materials
- Process Accounts Payable

Required Qualifications

- Bachelor's Degree
- Excellent written and verbal communication skills
- Attention to detail
- Strong interpersonal skills and ability to take initiative and work constructively and cooperatively in a small team environment
- Excellent time management skills

Preferred Qualifications

- Experience in policy research & analysis
- Experience developing and analyzing Excel spreadsheets
- Knowledge of the legislative process
- Knowledge of K-12 Education policy

Travel

Travel is required approximately 3 times per year. Weekend work is required during two conferences a year in Washington, DC.

Reporting

The Assistant, Policy & Advocacy reports to the Director, Policy and Advocacy

Salary

\$40,000 - \$45,000