



# **National Association of Conservation Districts**

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## **Grassroots Coordinator**

### **Job Description:**

The NACD Grassroots Coordinator is responsible for managing the grassroots activities of the association and conveying policy issues to grassroots network, NACD members and Capitol Hill. The Coordinator works with the Director of Legislative Affairs, CEO and Officers on executing NACD policy.

### **Duties:**

- Primary point of contact for the NACD Grassroots Network of Principal Legislative Contacts (PLCs)
- Manages information flow to PLCs and requests from PLCs, State Executives and others and tracks responses to action alerts.
- Works to obtain information/examples from states and districts on NACD priority policy issues.
- Responsible for ensuring that NACD's public policy efforts, both legislative and regulatory, are conveyed to NACD members and correlations are provided to public policy efforts and NACD policy positions.
- Coordinate public policy messages with NACD regional representatives to ensure national application and awareness of region priority issues.
- Assists in writing testimony, position papers and comments on proposed rules and federal agency actions.
- Responsible for ensuring that NACD policy is correctly conveyed in communications and publications, including but not limited to eNotes, The Resource, website and policy updates.
- Coordinate with the Legislative Committee and Natural Resources Policy Committee on development and communication of NACD's public policy strategy and efforts in Washington, DC and through the grassroots PLC network.
- Provide staff assistance on Legislative and Natural Resource Policy Committee.
- Assist in the development of NACD policy through the resolutions process leading up to and during the Annual Meeting.
- Assists in the planning and execution of the Legislative Conference and Annual Meeting.

### **Skills/Qualifications:**

- College Degree
- Capitol Hill experience, preferably in agriculture, conservation or environmental areas
- Understanding of the legislative and regulatory process
- Strong communication skills and attention to detail
- Ability to work as part of a team

### **Application Process**

Interested applicants should submit cover letter and resume to [jobs@email.nacdnet.org](mailto:jobs@email.nacdnet.org)