

JOB POSTING:

Coalition of Oregon Land Trusts

Legislative Coordinator



Position: Legislative Coordinator

Location: 511 SE Morrison, Portland, OR

Hours: Part-time (20 - 30 hours/week), non-exempt

Temporary: January through July 2019

Salary: Hourly (\$18-\$20 per hour, depending on experience)

Position Summary

The [Coalition of Oregon Land Trusts](#) (COLT) is seeking an experienced Legislative Coordinator to manage efforts to achieve COLT's priorities during the 2019 Oregon Legislative Session. The Legislative Coordinator will support all aspects of COLT's advocacy work, including mobilizing COLT membership and land trust partners and supporters throughout the state. The Legislative Coordinator will report to the executive director and work closely with the COLT Government Relations Committee and COLT member land trusts. The Coordinator will be assisted by the administrative coordinator and collaborate with the communications director as necessary.

About COLT

COLT is a vibrant coalition of 21 organizations that all work to conserve Oregon's special places. The mission of COLT is to serve and strengthen the land trust community in Oregon to support better and greater land conservation. COLT advocates for public policies, programs, and funding supportive of voluntary land conservation, educates the public about the role land trusts play in conserving Oregon's natural heritage, and works to engage and inform our member land trusts and partners in our collective work.

COLT is seeking

We are looking for an individual who thrives in a team environment and is energized by engaging a broad set of stakeholders throughout Oregon. Central to this position are:

- Relationship building and getting to know COLT members and partners;
- A focus on detail, including bill tracking and coordinating outreach; and
- The ability to self-start and enjoy problem solving.

Core Responsibilities

Develop Advocacy Plan for 2019 Legislative Session

- Work closely with the Government Relations Committee and executive director to develop a framework and timeline for COLT legislative advocacy work during the

2019 Session. A primary focus of this work will be approval of funding for implementation of the [Oregon Agricultural Heritage Program](#), authorized during the 2017 session.

- Support an existing broad coalition of partners to demonstrate support for the Oregon Agricultural Heritage Program. Partners include Oregon Farm Bureau, Sustainable Northwest, The Nature Conservancy, Oregon Cattleman Assoc, and the Oregon Association of Conservation Districts.
- Track legislative activity to identify bills related to COLT strategic goals and priorities.

Mobilize COLT Network

- Work with COLT members to establish and strengthen relationships with local legislators, including scheduling of meetings with legislators, and development of handouts and talking points for use by members in these meetings.
- Cultivate land trust advocacy ambassadors. Through COLT members, engage local landowners, business supporters, and other partners in discussions with legislators and staff regarding the work of land trusts and COLT priorities.
- Plan and organize at least one Lobby Day during the 2019 Session.
- Plan and organize a legislative informational breakfast about the Oregon Agricultural Heritage Program.

Conduct Media Outreach

- Work with the communications director to develop press releases, letters to the editor, and other materials for earned media to advance COLT legislative priorities.
- Use social media to raise awareness of COLT priorities and engage a wide audience in land trust advocacy efforts.

Communicate with COLT Board and Membership

- Develop and maintain a mechanism (spreadsheet, database or other) to track and regularly report on the status of bills of interest to COLT members.
- Attend regular meetings and provide written and verbal updates to the COLT Government Relations Committee, the COLT Board, and others.

Communicate with Legislators and Staff

- Communicate directly with legislators, staff, agency representative, and partners to advance COLT priorities.
- Work with legislative staff to schedule meetings with COLT members, staff, supporters, and partners.
- Draft written and verbal testimony for relevant committee hearings; coordinate and mobilize members, partners, and stakeholders to also submit testimony.

Preferred Skills and Experience

While this position requires specific experience in conducting an advocacy campaign, we also wish for someone who understands natural resource issues in Oregon. Our 21-member land trusts are critical to the success of our advocacy efforts; being able to interface and work well with them will be vital to the success of this position. The ideal candidate will be both independent and a team player, strategic and creative.

IMPORTANT: The hours of this job will fluctuate during session and require the ability to work some early mornings and evenings and the ability to travel to Salem. This job will also require some ability to work from home, as office space is sometimes limited.

The specific skills we are looking for include:

- 2+ years of experience organizing and conducting advocacy at the local, state and/or federal level
- Strong writing and verbal communications skills, ability to translate complex issues into talking points
- Strong project management experience, ideally working on multi-partner campaigns
- Strong relationship skills
- Experience working directly with elected officials and their staff
- Experience working directly with the media
- Experience with social media platforms including Facebook, Instagram and Twitter
- Familiarity with legislative process, ideally in Oregon is a plus
- Ability to adapt quickly in a rapidly changing environment and institute systems to mobilize members and partners within short timeframes.

To apply, please send a cover letter, your resume, and a not-to-exceed one-page outline of a proposed legislative strategy for advancing the Oregon Agricultural Heritage Program during 2019 Oregon Legislative Session to jobs@oregonlandtrusts.org. Application review will begin on Wednesday, December 26th, 2018.

The Coalition of Oregon Land Trusts is an equal opportunity employer, and we encourage a diversity of candidates to apply for this position.