



LEGISLATIVE ASSOCIATE (1-year term)

The **Legislative Associate** supports the development of federal, state, and local Green New Deal legislation in deep collaboration with allied congressional offices, state coalitions, and the GNDN team, researches moving bills and amendments, and tracks and drives developments on Capitol Hill. The Legislative Assistant builds and maintains expertise in key areas of climate justice policy and works closely with certain priority state coalitions to win legislation.

Essential Duties

Congressional Legislative Organizing and Campaigning (40%)

- Independently track key federal legislation, amendment processes, and committee hearings
- Cultivate and maintain good relationships in key target states and congressional districts
- Develop and review toolkits, legislative templates, and other resources that support campaigning for GND policies and implementation of policy wins
- Attend and report on hearings and legislative committee meetings
- Represent GNDN on aligned coalitions and serve as the legislative liaison
- Partner with allied organizations and coalitions to build support for existing GND-aligned legislation
- In coordination with the L&P Director, collaborate with GNDN staff across teams to support the work of the GNDN's legislative campaigns
- Support the development of new bills and resolutions in line with the mission of the GND
- Actively engage coalition members and external allies to meet tight legislative deadlines and monitor progress at the direction of the L&P Director
- Assess and analyze bills, regulatory actions, Supreme Court cases, and EOs relative to policy priorities of GNDN

Coalition and Partnership (20%)

- Support network members and state tables on legislative organizing, including towards achieving equitable and just distribution of federal funds
- Develop and review templates, guidance, and other materials that support state-level campaigning and legislation from climate, jobs, and justice
- Provide general membership assistance to GNDN partners and support expanding relationships with allies and other relevant organizations, including but not limited to climate, racial, and economic justice organizers and organizations developing legislation
- Contribute to developing a culture of transparency, collaboration, and joy across the staff team and coalition

State and Local Legislative Organizing and Campaigning (20%)

- Work with state and local organizers to build power with elected officials
- Transfer gold-standard state and local policies to new legislators and locales
- Support state campaigns on legislative matters, including bill analyses and research

Legislative Research (10%)

- Digest and visibilize federal investments, grant programs, and other legislative opportunities and priorities for other staff and coalition members
- Draft memos, one-pagers, and other materials to support legislative strategies and campaigns in partnership with the L&P Director
- Develop, review, and disseminate research resources for coalition members

L&P General Support (10%)

- Manage team-specific and team-led trainings and advocacy and legislative lobbying efforts
- Coordinate internal and external meetings and events for the L&P team
- Support org-wide initiatives such as contributing to the GNDN newsletter and EOY reports
- Perform other duties as assigned; the omission of specific duties does not preclude the L&P Director from assigning duties that are logically related to the position.