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## **Position Available – Program Associate Public Citizen’s Congress Watch division**

Public Citizen is a national, non-partisan, public interest group with more than 400,000 members and supporters. The Congress Watch division conducts public education campaigns and advocates before the Congress and administrative agencies on money in politics, open government, corporate accountability, financial regulation, public health and safety, and access to justice.

**GENERAL DESCRIPTION OF POSITION:** The Program Assistant will work closely with the Vice President of Legislative Affairs and Congress Watch Deputy Director to provide general policy and administrative support for the division’s advocacy as well as to engage and mobilize grassroots activists in Congress Watch’s priority policy fights and hold lawmakers accountable.

The position will include a shifting combination of the below critical duties:

1. **Advocacy Support:** Assisting Congress Watch Advocates with duties including: responding to information requests from Capitol Hill, the news media, and national organizations; developing blogs, briefing papers, reports, fact sheets and other educational and lobbying materials; and aiding issue advocacy campaigns, coalition building, research, and media strategies.
2. **Grassroots Activist Engagement:** Organize and train grassroots activists to effectively perform high-level asks such as writing letters-to-the-editor of local newspapers, organizing local actions and setting up in-district meetings with members of Congress and staff.
3. **Social Media:** Assist the Online Director, Social Media Associate, and others in implementing Congress Watch social media campaigns, including developing shareable graphics and sample materials for coalition partners, identifying trends and influencers, drafting blogs, and initiating other creative tactics to increase the division’s social media presence.
4. **Administration:** Provide a wide range of administrative support including processing financial forms, data entry, copying, deliveries, materials distribution on Capitol Hill, and other tasks as they emerge.

### **REQUIREMENTS:**

Education and Experience: College degree required. At least two years of advocacy, organizing or field experience or a comparable mix of relevant experience, such as communications, public policy, or campaign work preferred. Writing experience required.

Knowledge: Familiarity with the legislative process and advocacy; social media prowess; knowledge of online communication, organizing and advocacy tools preferred.

Skills: Excellent writing, computer (including spreadsheet) and web skills; solid online research and investigative skills required. Desire and ability to make complex policy accessible and compelling to a variety of audiences. Some digital graphic design skill desirable.

Capabilities: Highly motivated, well organized and able to multi-task under pressure; able to work well with a wide range of people both in a team-based environment and within the overall organizational structure; adaptable to different work processes, styles and sometimes fluid work agendas; ability to carefully follow direction; winning attitude and sense of humor required.

Conditions: A commitment to public interest advocacy and a strong interest in online organizing. Ability to work the occasional night or weekend and with the potential of travel.

**SALARY AND BENEFITS**: Competitive non-profit salary commensurate with experience; good medical and dental coverage; three weeks paid vacation for new employees.

**TO APPLY**: Please send letter of interest, resume and writing sample to Susan Harley at [sharley@citizen.org](mailto:sharley@citizen.org) . Please no phone calls.