



Overview

The Government and Community Affairs Coordinator is responsible for supporting Espousal Strategies' Government Relations and Community Engagement teams. Working primarily with the Government Relations team, the coordinator will provide research, briefing preparation, presentation drafting and editing, data-analysis, drafting plans, task coordination, and logistical/scheduling support to these teams across assigned clients and projects.

The role will require regular travel between Portland OR, and Vancouver, WA. The role will require some travel to Salem, OR, and evening and weekend duties when assigned.

Position reports to: Director of Government Relations

Classification: Full-time Exempt

Primary Responsibilities:

Government Relations

- Working with the Government Relations Manager, Senior Associate, and Director to develop and deliver government relations strategies designed to influence and persuade elected officials.
- Building and maintaining relationships with elected officials and their staff at the local, regional, state, and federal level.
- Drafting factsheets, one-pagers, presentations and talking points on complex policy and political issues.
- Analyzing data and producing reports that combine qualitative and quantitative methods to produce compelling narratives.
- Preparing and editing presentations with a special emphasis on culturally appropriate and accessible communication.
- Developing, organizing and facilitating discussion groups, workshops, trainings, roundtables, and other events (virtually or in person as appropriate), including scheduling, technical support, note-taking and follow-up engagement with attendees.
- Providing scheduling and administrative support for the Government Relations team.
- Maintaining an accurate and up-to-date database of constituents, volunteers, influential community members, and partner organizations.
- Supporting in meetings with elected officials, government agencies, and advocacy groups

Community Engagement and Equity

- Project managing the development of communications collateral including presentations, flyers, letters, and emails with a special emphasis on culturally appropriate and accessible communication.
- Establishing and maintaining partnerships and meaningful relationships with organizations throughout the region, to include faith-based, BIPOC specific, and community organizations. Represent the Espousal Strategies at group meetings and public & private events.
- Representing Espousal Strategies in a positive and professional manner to interested parties, clients, peers, public officials, community groups, and other business partners.

Supervisory Responsibilities:

- None

Other Responsibilities:

- Other Duties as Assigned

Knowledge & Skills:

- Excellent written & verbal communication skills.
- Attention to detail and ability to proof text and visual communications materials.
- Demonstrated ability to effectively manage multiple priorities.
- Ability to work autonomously and be self-directed.
- Ability to communicate in a professional and respectful manner and build relationships with clients, co-workers, stakeholders, community members, public officials, and other business partners.
- Positive attitude in the office regarding work assignments, teamwork, and company mission.
- Proficiency in standard office procedures, software, and communications technology.
- Excellent understanding of DEI principles and best practices. The ability to research and stay abreast of new industry developments, trends, and best practices.
- Passion for the principles of diversity, equity, and inclusion, and the mission of Espousal Strategies.
- Ability to effectively use database, social media, and other tools for targeted outreach and engagement.
- Excellent presentation skills and the ability to communicate effectively with a wide variety of populations, in a persuasive and collaborative manner.
- Excellent community and partnership feedback analysis skills, with the ability to accurately review and synthesize feedback and data. The ability to disseminate information into succinct and meaningful reports. The ability to collect accurate data from survey groups.
- Excellent organizational, time management, and project management skills.
- Ability to create, monitor, and adhere to a fiscally responsible budget.

Required Work Experience:

Demonstrated history of working with BIPOC and other marginalized communities and implementing strategies to increase authentic engagement of these communities. Demonstrated history working with BIPOC and other critical stakeholders in Portland/SW Washington. Proficiency in Spanish or other common second language in BIPOC communities in the Portland metro region highly preferred.

Working Conditions/Physical Demands:

Work is usually performed in an indoor office environment, or remote home office environment, with long periods at a desk. Work is oriented to internal staff needs and community service and subject to constant work interruptions. Position requires the employee to regularly facilitate meetings and deliver presentations to internal staff, clients, community members, and business partners, in both small and large groups. Employees may work under the stress of continual contact from internal staff, vendors, clients, community members, co-workers and business partners, and the pressure to meet deadlines. May occasionally lift and/or move up to 25 pounds.

Benefits:

Espousal Strategies' offers competitive health, dental, PTO, and retirement benefits. At Espousal Strategies we don't just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our clients, and our community. We do not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.