



Eastern Washington Office Coordinator & Research Assistant

Job Description

Washington Policy Center (WPC) is an independent, non-profit, public policy research organization headquartered in Seattle with offices in Olympia and Eastern Washington. WPC has a \$3 million annual budget, staff and 20 and is one of the largest and most impactful state-based policy organizations in the country. With a focus on Washington state issues, through research, events, and extensive media outreach we promote sound public policy based on free-market solutions.

WPC improves the lives of the people of Washington by providing accurate, high-quality research and policy recommendations for policymakers, the media and the public.

The new Eastern Washington Office Coordinator and Research Assistant will help accomplish the goals of WPC's growing presence in Eastern Washington and work closely with WPC's Eastern Washington director, the director of WPC's Initiative on Agriculture and director of WPC's Center for Government Reform. The position will be based in WPC's offices in Spokane or the Tri-Cities and will involve some travel between the two. This position will provide you with an opportunity to thrive in a public policy environment and to grow and learn new skills and network with key business, Ag and policy leaders in our state.

Key job functions

- Writing, research assistance on agricultural issues in Washington state
- Attend and prepare materials at forums/agricultural booths and other WPC events and speaking engagements in Eastern Washington
- Attend and prepare materials for WPC's Eastern Washington & Agricultural Advisory Board meetings
- Maintain marketing documents and inventory of office print promotional materials
- Assistance setting up WPC events throughout Eastern Washington
- Help coordinate WPC speaking engagements
- Help coordinate donor meetings & make donor phone calls when needed
- Assist in coordination of WPC Young Professional clubs at Washington State University and Gonzaga University, as well as GU and WSU club events
- Assistance tracking local issues, agendas for city councils, counties
- Occasional writing and editing of original copy for newsletter, website or promotional use

Desired education, skills, and experience:

- Bachelor's degree
- Strong written and verbal communication skills; and command of correct grammar.
- A deep respect for deadlines and results.
- Knowledge of politics and/or public policy.
- Some familiarity with agriculture and Eastern Washington public policy issues
- Proficiency in Microsoft Word, Excel, and PowerPoint.

Details/Benefits:

- **Start date:** As soon as possible
- **Hours:** this is an approximate 30-35 hour per week position (at least to start), with some evenings for scheduled events
- **Benefits:** 90% employer-paid health (medical/dental/vision) insurance and 11 paid holidays
- **Salary:** DOE

Applicants should familiarize themselves with Washington Policy Center's mission and goals. Explore our website at www.washingtonpolicy.org.

After carefully reading the job description, please submit a resume and persuasive cover letter that demonstrate how you meet the specific job qualifications and responsibilities, plus your sincerity of interest in this position and your alignment with the mission of the organization. Your application should also include references. Submit your application and direct any questions to:

Chris Cargill
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Eastern Washington Director
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