Advocacy Summit Assistant

Salary Range: 15,000.00 To 18,000.00 (USD) Hourly
Worker Category: Temporary

DEPARTMENT: Policy and Program
REPORTS TO: Advocacy Summit Co-Chairs
STATUS: Time-limited; April 20, 2020 through June 19, 2020 (30 hours per week)
DEADLINE TO APPLY: March 22, 2020

PRIMARY OBJECTIVE: To provide administrative support related to annual Advocacy Summit planning, including providing on-site support of the Wednesday, June 10, 2020 Capitol Hill day activities, from 7:00am – 7:00pm.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Schedules lobby visits between Advocacy Summit registrants and their appropriate members of Congress.
2. Confirms and accurately tracks House and Senate lobby meetings scheduled.
3. Coordinates with Government Relations and Organizing staff to ensure lobby visits are scheduled with appropriate congressional staff and members of Congress.
4. Works with Strategic Communications and Campaigns department to keep Advocacy Summit website updated with scheduled meetings and other information as necessary.
5. Communicates as necessary with Advocacy Summit registrants regarding their meetings.
6. Serves as point of contact on Wednesday, June 10 for all lobby visit related inquiries.
7. Provides administrative support as needed.
8. Other responsibilities as assigned.

SUPERVISION EXERCISED:
None

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma, some college courses in related area preferred.
- Strong computer skills, especially proficiency in MS Office Suite, database software, and Internet research. Knowledge of Raisers’ Edge database a plus.
- Interest in hunger and poverty issues (U.S. and/or international).
- Ability to work cooperatively within a team and manage time effectively.
- Strong office management and customer service skills.
- Strong communications, writing, and research skills.
- Previous Capitol Hill experience a plus.

WORK ENVIRONMENT ISSUES:
None

DISCLAIMER:
The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Bread for the World is a collective Christian voice urging our nation’s decision makers to end hunger at home and abroad. By changing policies, programs and conditions that allow hunger and poverty to persist, we provide help and opportunity far beyond the communities in which we live.

Bread for the World Institute provides policy analysis on hunger and strategies to end it.