

## Associate

### Position Description

#### SUMMARY

[ESP Advisors](#) is a bipartisan policy and communications firm with a mission to elevate ocean priorities. We are seeking an Associate to support the firm's ocean and environmental policy outreach and impact on behalf of our clients. This is a full time, mostly remote position, though location in or near the Washington, DC area is required for periodic in-person meetings and events.

The Associate will report to the Chief Operations Officer and will support the firm and our clients through scheduling, note-taking, event planning, and researching and drafting client deliverables.

#### WHO WE ARE

We are a team of bipartisan policy veterans, public affairs professionals, and subject-matter experts. Driven by our deep understanding of the environment, science, and policy, and by our mission to elevate ocean priorities to elected officials and their constituents, we provide sophisticated government and public affairs services to the ocean and environmental community. Our past and current clients include ocean technology and food companies, seafood groups, science non-profits, environmental nonprofits, and more.

#### WHO YOU ARE

You are a driven individual with an interest in environmental, science, and ocean policy who wants to further your career by gaining experience in multi-client consulting and government affairs. You are a confident communicator with strong time management, writing, and organizational skills. You are comfortable working for a small, fast-paced, rapidly-growing firm, and want to help ESP Advisors and our clients make an impact. You value professional development and networking opportunities.

#### RESPONSIBILITIES

The Associate will be responsible for research, writing, and project-based work, largely to be completed independently with specific deadlines and periodic check-ins. The position will report to the Chief Operations Officer.

Responsibilities include, but are not limited to:

- Help schedule and manage meetings with Congressional and agency staff
- Update and maintain clients' Congressional outreach spreadsheets
- Write briefing documents for ESP Advisors leadership team and clients ahead of meetings
- Provide insight and take notes in meetings
- Provide writing, editing, and general communications support
- Track and analyze relevant legislation
- Track ocean, environmental, and climate policy and news
- Monitor, track, and summarize Congressional hearings and other relevant events for clients
- Create client deliverables using ESP Advisors grammar and branding guidelines
- Help with event planning and execution

**BASIC QUALIFICATIONS**

- Excellent organization and communication skills and confidence to raise concerns/issues as they arise
- 1-3 years of work experience in federal policy or a related field
- Comfortable working across party lines and with clients on both sides of the political spectrum
- Detail-oriented and skillful writer, especially for fact-based, nonpartisan policy analysis
- Able to keep an independent work schedule, take initiative, and tackle complex problems
- Proficient in Google Workspace
- Located in the Washington, DC or surrounding area

**PREFERRED QUALIFICATIONS**

- Background in environmental, science, and/or ocean policy
- Proficient in Monday.com project management platform

**COMPENSATION**

- Full time, \$40-60k per year, depending on experience
- Commission with bringing in new business
- Annual performance-based bonuses

**BENEFITS**

- Minimum three weeks and unlimited vacation/PTO (within reason)
- 20 firm holidays off
- Work from home with periodic in person meetings required in Washington, DC
- Health care, dental, vision, and retirement benefits
- Technology, home office, and mental/physical health stipends/reimbursements

**REQUIRED DOCUMENTS**

- Resume
- Cover letter
- Two recent writing samples

Our company is an equal opportunity employer. People of color, women, members of the LGBTQ+ community, and other traditionally underrepresented communities are encouraged to apply.

Please visit [espadvisor.com/careers](https://espadvisor.com/careers) to apply. Applications due by June 27, 2022.