

Fellow

Position Description

SUMMARY

[ESP Advisors](#) is a bipartisan policy and communications firm with a mission to elevate ocean priorities. We are seeking a Fellow to support the firm's ocean and environmental policy outreach and impact on behalf of our clients. This will be a short term, part time position with an opportunity to extend or advance depending on fit, ability, and firm needs.

The Fellow will report to the Director and will engage directly with clients and support advocacy on policy priorities, as well as research, analyze, and draft ESP Advisors' client deliverables. This is not an entry-level position.

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

A driven individual with an interest in environmental, science, and ocean policy who wants to further your career through multi-client consulting and advocacy. You are a confident verbal and written communicator with strong time management and project management skills. You are excited to work at a small, fast-paced, rapidly-growing firm where every team member is encouraged to bring new ideas and recruit new clients. You value professional development and networking opportunities.

RESPONSIBILITIES

The Fellow 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 Director.

Responsibilities include, but are not limited to:

- Help schedule and manage meetings with Congressional and agency staff, include client fly-ins and Hill days
- 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

- 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
- Effective organization and communication skills and confidence to raise concerns/issues as they arise
- Proficient in Google Workspace
- Located in the Washington, DC or surrounding area

PREFERRED QUALIFICATIONS

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

COMPENSATION

- Short term, part time consulting position
 - 60-80 hours available per month
 - \$3,000-\$5,000 per month depending on experience
- Commission available when bringing in new business

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://www.espadvisor.com/careers) to apply.