

ESP Advisors Spring 2026 Fellow

Position Type: 1099 Independent Contractor

Compensation: Paid monthly; equivalent to \$68-78k annual salary

About ESP Advisors

ESP Advisors is a mission-driven government affairs and policy strategy consulting firm focused on ocean, environmental, and science-based issues. We help organizations make sense of—and influence—federal decision-making by translating complex policies into actionable strategies. Our team brings deep experience in Congress, federal agencies, and advocacy, and we pride ourselves on being responsive, thoughtful, and effective. We serve clients ranging from nonprofits to coalitions to companies who want to meaningfully engage in Washington, D.C. policymaking.

Position Description

Spring Fellows are responsible for supporting all aspects of ESP Advisors' policy portfolio, including by directly supporting ESP Advisors clients. Fellows work closely with one or more client managers to help schedule and manage client meetings, create and maintain deliverables, track and analyze legislation, summarize congressional hearings, and more. Fellows will have access to professional development opportunities throughout the duration of the fellowship. A successful Fellow will be a confident verbal and written communicator, have excellent time management skills and attention to detail, and will be ready to take advantage of this opportunity to learn and grow.

This is a full-time, temporary, mostly remote position, though location in or near Washington, DC is required in order to attend periodic in-person events. The position will end June 12, 2026. There may be opportunity to extend or advance depending on fit, ability, and firm needs.

Key Responsibilities

- 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

Required 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

Reporting

Spring Fellows report to the Chief Operating Officer.

Compensation

- Salary commensurate with experience; range of \$68-78k annually

Application Process

Required Documents

- Resume
- Cover letter
- Two recent writing samples (preferably policy related, two pages or less each)

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

Please visit espadvisor.com/careers to apply.

Applications due by November 30, 2026.