POLICY ANALYST JOB POSTING

The Association of State Wetland Managers (ASWM), located in Windham, Maine, is interested in hiring a full time (40 hours/week) Policy Analyst. ASWM is a 501(c)(3) nonprofit national membership organization dedicated to protecting and conserving the nation’s wetlands through the application of sound science and informed public policy. ASWM is a fast-paced, growing non-profit organization.

Overview: The Policy Analyst provides professional support to senior staff and the Executive Director by conducting research, analyzing policies, evaluating state programs and program needs, crafting possible solutions and reporting findings in a format accessible to ASWM and its members. The Policy Analyst works under the supervision of senior staff and as a team member with other staff. We offer a mission- and employee-focused work environment and are an equal opportunity employer.

Responsibilities:

Primary:
- Assist in carrying out federal grants and contracts, including researching and writing reports, handbooks and white papers.
- Assist staff in the design and implementation of policy and program research and analysis plans.
- Review and evaluate federal and state policies and legislation to determine the benefits and impact of any changes.
- Assist with identifying and writing grant proposals.
- Collect information and data via phone calls and emails with state wetland program managers and other wetland professionals throughout the U.S.
- Facilitate various workgroups and ad hoc committees.
- Coordinate and host webinars.
- Identify wetland program trends and opportunities to enhance greater recognition of wetland benefits.
- Assist with the logistics and operation of ASWM’s annual State/Tribal/Federal Coordination Meeting.
- Participate in outreach, communications and fundraising activities.
- Travel to and participate in national meetings and conferences.

Secondary:

- Develop outreach materials for ASWM and state wetland programs.
- Develop and foster relationships with other organizations that share similar goals.
- Present reports and findings at meetings and conferences.
- Stay abreast of current news, policy changes, etc. affecting wetlands and wetland programs.
**Skills and Qualifications:**

**Required:**
- Master’s degree in environmental policy, public policy, planning, environmental management or similar field, or a commensurate amount of professional experience.
- Strong research and/or policy analysis skills and demonstrated experience.
- Excellent writing and communication skills.
- Experience coordinating and facilitating groups.
- Knowledge of natural resource management issues.
- Good organizational skills and attention to detail.
- Ability to develop and conduct presentations.
- Computer proficiency, particularly with Microsoft Office.
- Ability to work independently and as a team.
- Grant writing and fundraising experience.

**Desired:**
- Strongly desired: Basic GIS skills.
- Experience using webinar software.
- Website, social media and graphic design skills.
- Knowledge of federal wetland policy, e.g., Clean Water Act.
- Knowledge of wetland science.
- Land-use planning experience.

**Work Environment:**
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Compensation:**
This is a full-time, year-round position to be held at ASWM’s office, currently located in Windham, Maine. Starting salary is commensurate with experience. Employee will be eligible for benefits offered by ASWM, such as a Flexible Spending Account (FSA), health insurance and competitive paid time off allowances.

**How to Apply:**
Interested applicants should send a cover letter, a resumé describing experience consistent with job requirements, a writing sample and three references to marla@aswm.org. Please, no phone calls, hard copies, or drop-ins. Applications will be reviewed on a rolling basis until the position is filled. For additional information, please contact Laura Burchill at (207) 892-3399.