

Policy Analyst

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 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.

Responsibilities:

Primary:

- Assist staff in the design and implementation of policy and program research and analysis plans
- Assist in carrying out federal grants, including researching and writing reports, handbooks and white papers
- Assist with identifying and writing grant proposals
- Identify wetland program trends and opportunities to enhance greater recognition of wetland benefits
- 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
- Update ASWM webpages
- Collect weekly news stories

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
- Assist with the logistics and operation of ASWM's annual State/Tribal/Federal Coordination Meeting

Skills and Qualifications:

Required:

- Master's degree in environmental policy, public policy, planning, environmental management or similar field.
- Experience with research and policy analysis.

- Excellent writing and communication skills.
- Knowledge of natural resource management issues.
- 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.
- Experience coordinating and facilitating groups.
- Basic GIS skills.

Desired:

- Experience using webinar software.
- Website and graphic design skills.
- Knowledge of federal wetland policy, e.g., Clean Water Act.
- Knowledge of wetland science.
- Land-use planning experience.
- Social media skills.

Compensation:

This is a two-year, 40 -hour per week, 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, including a Flexible Spending Account (FSA), paid sick time and paid vacation/holidays. This position will be funded for two years, with the possibility of extending or becoming permanent based on future funding success.

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. The application deadline is January 31, 2019. For additional information please contact Laura Burchill at (207) 892-3399.