

Senior Policy Advisor

The Association of State Wetland Managers (ASWM), located in Windham, Maine, is interested in hiring a Senior Policy Advisor. 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.

Responsibilities

- Review draft regulations, Federal Register notices, proposed legislation, legal rulings and similar documents that may impact on national, state and tribal wetland programs. Provide written and/or verbal analysis for ASWM Executive Director, Board of Directors, staff, ASWM members, and the public.
- Provide recommendations to the Executive Director regarding important policies that ASWM should consider commenting on.
- Lead development of policy and position statements, talking point and papers on proposed regulations, rules, or policies to reflect the opinions of ASWM.
- Represent ASWM in national policy work groups to provide expertise in wetland science and policy for informing national, state and tribal policies as requested by Executive Director.
- Review draft documents, participate in program and project planning, provide reference materials, and assist in maintaining the highest caliber of professional output from ASWM staff.
- Review scientific literature and reports, legal documents, and related materials to maintain current knowledge of wetland science and policy, and share information to staff.
- Travel to conferences, meetings and workshops as needed to represent ASWM and/or give presentations.
- Travel to Washington D.C. for meetings with federal partners and other non-profits and state associations.
- Help coordinate annual State/Tribal/Federal Coordination meeting.
- Develop and facilitate online educational webinars and trainings.
- Contribute articles, reports, etc. for ASWM publications.
- Other duties as assigned by the Executive Director.

Qualifications

- A minimum of 10 years' experience in developing and implementing wetland, wildlife, or water research or management programs; analyzing new public policy; and managing projects and staff. Preference for experience working directly or indirectly with state/tribal wetland programs;
Or a combination of advanced education and experience equivalent to a minimum of 10 years' experience in wetland management and policy, or closely related fields.
- Knowledge of wetland science and practice.
- Fundamental understanding of the operation of environmental regulations at the federal, state, and local level.
- Ability to review and analyze complex information from diverse sources including wetland research, law, and policy, and to synthesize appropriate responses.
- Experience in writing and managing grants and contracts.
- Strong writing and communication skills, and ability to fully represent the ASWM in a positive and effective manner while collaborating with multiple agencies and organizations.

- Proven ability to work independently, and to collaborate effectively with team members, with the highest degree of professionalism.

Education

Minimum requirement of a master's degree in environmental policy or related area of study, or a commensurate amount of professional experience.

Compensation

This is a two-year, 32 hour per week, year-round position. 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.

Location

The ASWM office is located in Windham, Maine, but the Senior Policy Advisor position may be performed either in Maine at the ASWM office or in Washington D.C. at the employee's home office. Travel to Maine or Washington D.C. will be required for this position as needed.

How to Apply

Interested applicants should send a cover letter and resumé describing experience consistent with job requirements and three references to contact via e-mail to marla@aswm.org. The application deadline is January 31, 2019. For additional information please contact Laura Burchill at (207) 892-3399.