



## Wyoming Outdoor Council

**Job Title:** Legislative Advocate

**Reports to:** Program Director

**Time of Work:** Full-time, salaried (applicants interested in part-time work will also be considered)

**Classification:** Exempt

**Start Date:** ASAP (negotiable)

**Location:** Wyoming, exact location negotiable

**Deadline to Apply:** Applications accepted until position is filled

**Starting salary:** \$50,000 (negotiable based on experience)

### About the Organization

The Wyoming Outdoor Council is Wyoming's oldest independent conservation organization. Founded in 1967, we are a member-based advocacy group. We use scientific, legal, and policy expertise to advocate the protection of public lands, wildlife, and clean air and water. We provide support and resources to empower citizens to do the same. We bring people and groups together to find workable solutions to tough conservation problems.

The Wyoming Outdoor Council offers excellent medical, dental, and vision benefits; generous paid family leave and vacation policies; an 8-week sabbatical after 5 years of employment; and the opportunity to participate in a retirement plan. Job title and scope of responsibilities may change depending upon experience. We are committed to diversity, equity, and inclusion in all aspects of our work.

### About Our Team

- We are dedicated to protecting Wyoming's environment and quality of life now and for future generations.
- In our conservation work, we lead with humility. We value diverse perspectives. We are solutions oriented.
- In our words and actions, we contribute to a respectful and equitable workplace where everyone feels a genuine sense of belonging.
- We seek creative solutions to tough problems. We are flexible and willing to change course if something isn't working.
- With kindness and honesty, we communicate directly. We respond to feedback with openness and a growth mindset.

### This Role

WOC has a long history of effective conservation advocacy at the Wyoming state legislature and we are regarded as reliable sources of credible information. Because this work is intense and demanding during the legislative session and far more manageable throughout the year, we are open to negotiating a flexible full- or part-time work schedule for the right candidate. For example, given the long hours often required during the session, we might consider a 3 to 4-day work week the rest of the year.

Advocate positions at WOC start at \$50,000, but manager and director level positions command higher salaries. Depending on your experience, a different title and a higher salary are possible. In your cover letter, please indicate your level of experience. We are committed to finding an excellent candidate for this position.

In this position, you will lead our legislative advocacy work as a member of our program team. You will work closely with the program director and communications director, and coordinate with key WOC staff and NGO partners to track, address, and influence the outcome of bills. During the interim session you may travel around the state to attend key meetings and you will represent WOC in person during the annual legislative session in Cheyenne.

You will:

- Establish relationships with elected officials at the state, county, and local levels.
- Develop and oversee an up-to-date schedule of annual legislative committee meetings and agendas.
- Attend and testify during relevant interim committee meetings around the state and coordinate with the program director to ensure other key staff attend and provide testimony as needed.
- Work in Cheyenne during the legislative session in Jan/Feb each year. (We cover lodging and all other reasonable expenses for our employees who live in Cheyenne during the session. If the candidate lives in Laramie, for example, and wants to commute to Cheyenne, we can negotiate those travel expenses.)
- Schedule conference calls and meetings with partner lobbying groups to strategize about upcoming bills.
- Work closely with the communications director to draft and send weekly legislative updates during the session, as well as action alerts and other educational materials throughout the year.
- Host virtual and in-person member events like “Beers & Bills” to educate and engage members and the public around bills.
- Offer legislative training days for citizens leaders and NGO partners, supervise week-long legislative interns, and assist the communications director and engagement coordinator with “get out the vote” and other civic engagement efforts.
- Work collaboratively with the program team and external partners to address emerging legislative concerns and opportunities.

### **About You**

You're highly personable and thrive in a fast-paced work environment where you will need to think on your feet and address a wide array of policy issues. You have a demonstrated ability to build relationships with people across the political spectrum and you seek to find common ground whenever possible. Ideally, you have some lobbying experience, but we are willing to train the right candidate.

You are self-motivated and enjoy leading your own projects, but also work well with a team. You are thoughtful and attentive to details. You prioritize developing a strong understanding of

policy and facts, but are humble and aren't afraid to ask for help, input, or advice. You embrace growth and learning as a natural part of your work.

You are self-aware, strategic, and good at reading people. You understand that hallway conversations with individual legislators can be as important as formal testimony before a committee. You are a strong written and oral communicator who is equally prepared to give a public testimony, write detailed formal comments, or speak to a group of members interested in our work. You have a good sense of humor.

You are experienced working on Macs and with the standard suite of office tools and technology. You aren't afraid to learn new systems. You are either comfortable with, or comfortable learning, how to share documents and other files in the Google Suite collaborative work environment.

And, you are committed to the mission of the Wyoming Outdoor Council.

**To Apply**

Email a letter of interest explaining how your experience and skills make you the right person to join our team. Include a resume and three references (with contact and relationship information) to Misti Haase at [misti@wyomingoutdoorcouncil.org](mailto:misti@wyomingoutdoorcouncil.org) (please put "Legislative Advocate" in the subject).