

Public Policy Associate

Job Description

The NAE Public Policy Associate is a temporary, full-time position with an initial six to twelve month contract. The position may be extended based on performance and funding availability. The Public Policy Associate works with all NAE staff to fulfill our mission to honor God by connecting and representing evangelical Christians in the United States.

The Public Policy Associate works to advance the NAE's engagement on public policy issues, guided by the document "[For the Health of the Nation: An Evangelical Call to Civic Responsibility.](#)"

Qualifications

- Bachelor's degree in political science or related field
- Experience working in a congressional office or advocacy organization
- Excellent writing skills
- Organizational and interpersonal skills
- Personal faith in Jesus Christ as Savior and Lord
- Agreement to and affirmation of the NAE Statement of Faith (available at [NAE.net](#))
- Agreement to and affirmation of the NAE's public policy document "[For the Health of the Nation: An Evangelical Call to Civic Responsibility.](#)"
- Membership in the National Association of Evangelicals (can join upon hiring)
- Regular attendance at an evangelical church and familiarity with the evangelical community

Responsibilities

- Schedule and conduct meetings with congressional staff to develop working relationships and discuss policy issues (individually and with NAE members and partners)
- Meet with representatives of other organizations and with NAE constituents to coordinate work on policy issues
- Organize public policy briefings for NAE members and constituents
- Write letters, reports, background papers, and other documents
- Maintain and update records of congressional staff contacts
- Participate in NAE meetings and perform other duties as assigned

Relationships

- The Public Policy Associate reports to the Vice President for Government Relations
- The Public Policy Associate coordinates with other NAE staff

The NAE headquarters is located in Washington, D.C. We are open to considering applicants who would work remotely and travel to Washington as needed and as pandemic restrictions permit. Interested individuals should send a resume, cover letter and references to Search@NAE.net.