

## **POSITION DESCRIPTION**

Organization: National Farmers Union  
Location: Washington DC  
Position: Government Relations Representative  
Reports to: Vice President of Government Relations  
Date: September 2016

## **OVERVIEW**

The Government Relations Representative is responsible for researching, disseminating information and lobbying on behalf of NFU policy issues.

## **PRINCIPAL ACCOUNTABILITIES**

- Lobby members of Congress, congressional staff and appropriate federal agencies.
- Represent NFU at coalition meetings with outside organizations.
- Draft correspondence to administration, federal agencies and Congress on requested issues.
- Provide issue update memos; research for background facts, history, and data; develop charts and graphs to be used in testimony, comments, press and talking points.
- Research and prepare written testimony for congressional hearings and comments on federal rule making process.
- Provide weekly materials to the Communications Department for publication of the Government Relations Update and other NFU publications.
- Create background material for PowerPoint presentations in conjunction with the Communications Department for all NFU presentations.

*NOTE: The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of management.*

## **PREFERRED EXPERIENCE/QUALIFICATIONS**

Bachelor's degree or a combination of education and closely related legislative experience. Excellent written and verbal communications skills are required. Requires the ability to work independently as well as cooperatively with the government relations staff and other office departments. Knowledge of agricultural policy and practices is highly preferred.

## **COMPENSATION**

Salary is negotiable and commensurate to education and experience.

## **APPLICATION INSTRUCTIONS**

Please email cover letter and resume to [nationalfarmersunion@gmail.com](mailto:nationalfarmersunion@gmail.com) with "Government Relations Representative" in the subject line.

## **CLOSING DATE**

October 7, 2016