

WIN WITHOUT WAR



Program Associate for Advocacy

This position is not accepting any more applications. The deadline to apply was June 12.

About Win Without War

Win Without War is a diverse network of activists and organizations working for a more peaceful, progressive U.S. foreign policy — and that’s put us on the forefront of the fight against some of the most frightening and inhumane foreign policies of this administration.

Working with Congress, grassroots activists, and progressive movement leaders, we’re leading campaigns to reprioritize federal spending away from militarism and toward human and environmental needs, block Trump from starting a war with Iran, end U.S. support for the Saudi and Emirati-led war in Yemen, and take Trump’s finger off the nuclear button. And that’s just the tip of the iceberg.

We believe that by democratizing U.S. foreign policy and providing alternative progressive policy options, we will build a more peaceful, just, and equitable world that serves all people—regardless of borders, race, nationality, gender identity or expression, religion, disability, economic status, or any other status.

It’s a big, ambitious agenda, but our team is small and mighty: organizers, advocacy and issue experts, and political and communications strategists. Every day we bring our activists into Washington’s foreign policy debates and support a network of partner organizations as we advance progressive solutions. We’d love you to join us.

The Position

Since Donald Trump’s election, Win Without War’s programmatic work has grown exponentially, increasing our reach and influence in Congress while creating more opportunities for outreach and issue campaigning. We are seeking an Advocacy Program Associate to join our team and support the Advocacy Director to manage the day-to-day operational and administrative needs of the advocacy program.

If you’re looking for an entry-level/junior role in a fast-paced team working to advance a progressive vision for the United States’ role in the world, keep reading!

Here’s what you’d do in the job:

- Maintain a Congressional interactions database, tracking systems, and advocacy program files.
- Assist in direct communications with Congressional staff and members of Congress through the drafting of emails and other content.
- Schedule Hill meetings with staff and members of Congress.

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- Assist in event planning and coordination support for Hill briefings, roundtable discussions, and other events.
- Provide research, writing, editing, and copyediting assistance for products such as organizational sign on letters, policy memoranda, hearing questions, research backgrounders, talking points, fact-sheets, and other resources.
- Assist the Advocacy Director in the monitoring and evaluation of legislation and positions of members of Congress and the Administration.
- Maintain, and, with support, deepen, a general/baseline knowledge of foreign policy issues for research, writing, communications, and other programmatic assistance.
- Assist in the strategic development, drafting and implementation of grassroots advocacy and public education resources and digital actions on an as-needed basis.
- Assist in outreach to WWW network, and other progressive movement partners.

You could be great for this job if you have:

- Experience performing administrative tasks in a fast-paced environment that you may have gained through previous jobs, internships, community organizing, or educational opportunities.
- Familiarity or experience with either grassroots organizing, campaigning, or working with Congress.
- A passion for staying organized and working in a small team environment that values an ability to work independently.
- A strong interest in learning about and working with Congress and other government officials.
- A consistent and fine-tuned attention to detail.
- Excellent communication skills including the ability to write compellingly and quickly.
- Excellent organization skills and the ability to handle many competing priorities without letting key tasks slip through the cracks.

Everyone at Win Without War has:

- A passionate commitment to progressive values, and to our vision of a U.S. foreign policy rooted in those values.
- A willingness to be nimble and work without ego as part of a proactive team of leaders.
- A commitment to the necessity of equity and working to dismantle systems of oppression.
- The ability to rapidly develop a working understanding of the politics of national security as it involves Congress, the Executive Branch, civil society institutions, the media, social justice movements, material forces, ideology, and political culture.
- The ability to work independently when necessary, manage projects, and execute multiple simultaneous tasks on tight deadlines.
- A healthy sense of humor.
- Fluency in written and oral American English.

Experience in one or more of the following areas isn't required, but is a plus:

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- Excellent skills in Microsoft Office, Google Docs, and/or similar software.
- Familiarity with the federal legislative process and legislative tracking.
- Professional experience or academic expertise in U.S. foreign policy, peacebuilding, or defense and national security.

Location: Washington, D.C.

Salary: Starting at \$40,000 per year. We also offer a generous benefits package, including health, vision, and dental, paid vacation, and a retirement program (403b) with up to a 5% employer match after six month of employment. The position is full time, classified as exempt, and is at-will.

Start Date: July 1, 2020