Consortium of Social Science Associations
Seeks Candidates for Assistant Director of Government Relations

Position: Assistant Director of Government Relations
Organization: Consortium of Social Science Associations (COSSA), nonprofit
Job Location: Washington, DC
Start Date: Flexible, 2022
Employment Type: Salary, Full Time, Exempt, Registered Lobbyist
Hours per Week: 40
Work Hours: 9:00 am – 5:00 pm, some overtime required throughout the year
Required Education: Bachelor's Degree
Required Experience: At least 5 years of relevant experience

Position Overview
The Consortium of Social Science Associations (COSSA) is seeking to fill one position for Assistant Director of Government Relations. The desired candidate will have at least five (5) years of professional advocacy, policy or related experience. Previous lobbying experience or experience working on Capitol Hill is preferred.

The Assistant Director of Government Relations works with the Executive Director to develop and implement strategies that advance the advocacy, funding and policy goals of COSSA and its membership. The Assistant Director is responsible for managing COSSA’s legislative and executive branch outreach and advocacy activities, as well as engaging in direct lobbying on issues of importance to the COSSA membership and the social and behavioral science community.

In order to effectively represent COSSA’s advocacy interests, the Assistant Director of Government Relations will maintain a general understanding of the broad range of issues of importance to the organization and be able to act on them when necessary.

All staff are expected to assist with administrative, logistical, and other supports as directed by the Executive Director.

Limited out-of-state travel can be expected and varies year to year.

This is a full-time exempt position. In addition to salary, benefits include medical, dental, life and disability insurance, paid annual and personal leave, and employee pension.

Duties & Responsibilities
Duties and responsibilities include, but are not limited to, the following:

1. Manage the development and implementation of COSSA’s legislative and executive branch priorities. This includes, but is not limited to:
   • Working with the Executive Director to formulate, adjust and execute annual advocacy strategies.
• Monitoring relevant Congressional activities, researching and analyzing legislation, laws and policies impacting the COSSA constituency, and drafting testimony, legislative and report language, amendments, letters, questions for the record, and other documents as needed and when directed.
• Establishing and maintaining a network of contacts with Congressional staff and Executive agency officials in positions important to the social and behavioral sciences.
• Monitoring the research directions or research policy changes of federal agencies that impact social and behavioral science research, monitoring relevant agency advisory committees, and informing the COSSA membership of relevant agency actions and opportunities.

2. Contribute to and assist with the production and distribution of COSSA’s written and online products and other programming, including the COSSA Washington Update and other communications.

3. Assist the Executive Director with the operations and further advancement of the organization.

Required Minimum Skills & Experience
• Interest in promoting the social and behavioral sciences.
• At least five years of professional advocacy, policy, or related experience.
• Knowledge of the legislative and regulatory process and an ability to assess political situations and assist in the development of strategies to deal with them.
• Excellent interpersonal and communication skills (public speaking and written).
• Strong analytical, organizational, and research skills and attention to detail.
• Ability to take initiative and work under little direct supervision.
• Ability to work well with others in a small collaborative environment.
• Proficiency using Microsoft Office systems and social media platforms.
• BS/BA in a related field.

Preferred Skills & Experience
• Familiarity with web-based communications platforms (e.g. Constant Contact and Word Press).
• Previous association experience.
• Previous direct lobbying experience.
• MS/MA or higher in a related field.

How to Apply
Interested applicants should send a resume, cover letter, and salary requirement to wnaus@cossa.org. Please no unsolicited calls or drop-ins.

About COSSA
COSSA (www.cossa.org) is a nonprofit 501(c)(6) organization serving as a united voice for about 100 professional associations, scientific societies, research centers and institutes, and colleges and universities who care about a robust social and behavioral scientific research enterprise. We represent the collective science policy interests of all fields of social and behavioral science research, including but not limited to sociology, anthropology, political science, psychology, economics, statistics, language and linguistics, population studies, law, communications, educational research, criminology and criminal justice research, geography, history, and child development.

COSSA is located in downtown Washington, DC. COSSA is currently working remotely but plans to return to the office in the coming months.