Consortium of Social Science Associations
Seeks Candidates for Government Relations Associate

Position: Government Relations Associate
Organization: Consortium of Social Science Associations (COSSA), nonprofit
Job Location: Washington, DC
Start Date: Flexible
Employment Type: Salary, Full Time, Exempt
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: Minimum 1-2 years of relevant experience

Position Overview
The Consortium of Social Science Associations (COSSA) is seeking to fill one (1) position for Government Relations Associate. The desired candidate will have at least 1-2 years of professional advocacy, policy or related experience. Previous lobbying experience or experience working on Capitol Hill, including internships, is preferred, though not required. For candidates with 5 or more years of government relations experience, see the related job posting for Assistant Director of Government Relations: https://cossa.org/wp-content/uploads/2022/05/COSSA-Asst-Dir-of-GR-Posting-May-2022.pdf.

COSSA’s Government Relations Associates assist the Executive Director with and engage directly in federal advocacy activities on behalf of the COSSA membership and the social and behavioral science research community. The primary functions of this position are (1) to engage in direct lobbying and advocacy activities and otherwise represent COSSA in interactions with Members of Congress, Congressional staff, and Executive agency officials in support of COSSA priorities, and (2) to provide written, research, communications, administrative, and other supports to COSSA in service to its members. The position reports directly to 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. Contribute to COSSA’s legislative efforts, including: researching and analyzing legislation, laws and policies and working to formulate and execute advocacy strategies; monitoring relevant Congressional activities, such as committee hearings, markups, floor debates, and votes, and informing the COSSA membership of
important developments; establishing and maintaining a network of contacts with Congressional staff; and drafting testimony, legislative and report language, amendments, letters, questions for the record, and other documents as needed and when directed.

2. Monitor Executive agency activities, including: establishing and maintaining a network of contacts in Executive Branch agencies; monitoring new or changing research directions or research policy changes that impact social and behavioral scientists; and informing the COSSA membership of relevant agency actions and opportunities.

3. Contribute to and assist with the production and distribution of COSSA’s written and online products, including member messages, website content, blogs, social media, newsletters, action alerts, and annual reports.

4. Represent COSSA externally, including: participating in coalition and community meetings, phone calls, and events; participating in member meetings and events (primarily in the Washington, DC area), which may at times require making a presentation; and responding to member inquiries.

5. Assist with administrative and other supports as directed by the Executive Director.

Required Minimum Skills & Experience

- Interest in promoting the value and importance of the social and behavioral sciences.
- At least 1-2 years of professional advocacy, policy or related experience.
- Knowledge of and/or interest in the federal 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 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 or nonprofit 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. Applications will be accepted until the position is filled.

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; hybrid work is allowed.