

Position ID

E17-46

Position Title

Congressional and Legislative Affairs Fellow

Office Name

Division of Congressional and Legislative Affairs, U.S. Fish and Wildlife Service

Portfolio Summary

The U.S. Fish and Wildlife Service (Service) works with others to conserve, protect and enhance fish, wildlife and plants and their habitats for the continuing benefit of the American people. The Service carries out this mission by implementing many conservation laws, including landmark laws like the National Wildlife Refuge System Administration Act, Endangered Species Act, Migratory Bird Treaty Act, and Marine Mammal Protection Act.

The Service's Division of Congressional and Legislative Affairs (CLA) cultivates relationships on Capitol Hill and appropriately engages in the legislative process on behalf of the agency. CLA staff work closely with Service programs, regions, and leadership and with congressional offices to ensure the effective interchange of information and to implement the Service's legislative agenda. This includes tracking and analyzing legislation, developing positions and testimony, and communicating information on legislation and the Service's activities.

CLA is a small team that works within the Service's External Affairs program alongside the Public Affairs and External Partnership divisions. We are very familiar with the Knauss fellowship program, as the CLA chief, deputy chief, and a staff member are former Knauss Fellows. The office has hosted fellows in the past, who now have successful careers within the Service and in the nongovernmental sector. The office is consistently busy and the work is fast-paced.

Issue portfolios in the office and for a Fellow are to be determined early in 2017. Past Fellows have been responsible for robust portfolios and worked on a range of issue areas, including Endangered Species, Fisheries and Aquatic Conservation, Marine Mammals, International Affairs, Science Operations, Wildlife and Sport Fish Restoration, Conservation on Military Installations, and Coastal Barriers.

Working in CLA allows a Knauss Fellow to learn first-hand about how both the executive and legislative branches of government work and how they interact with each other. A Fellow will engage in congressional relations and the legislative process, and will also have a unique opportunity to interact with a wide variety of programs, regions, and officials within the Service and the Department of Interior. A Fellow may also have the opportunity to travel to regions and/or field offices to gain a broader experience with the Service; the Service manages national wildlife refuges and other assets across the country to which a Fellow could travel.

The Fellow will have the opportunity to engage in a variety of activities, including:

- Serving as a liaison for the Service with congressional staff on committees and in personal offices; responding to requests for information.
- Advising the Service's leadership and programs regarding pending legislation.
- Initiating, drafting, reviewing, and facilitating clearance of policy positions, testimony and reports on many and varied legislative issues referred to the Service by DOI.
- Coordinating or assisting in preparation for congressional hearings and briefings.

- Maintaining active, ongoing communications with congressional offices.
- Coordinating with other federal agencies.

CLA works on a number of exciting issues, such as fisheries, endangered species, national wildlife refuges, invasive species, migratory birds, international affairs, marine mammals, and habitat conservation. The Fellow will have the opportunity to develop and expand their knowledge of natural resource conservation programs and the congressional and legislative process, as well as the political acumen necessary for a successful career in public service or the private sector.

Expertise Desired

- Strong written/oral communication skills.
- Strong interpersonal skills.
- Ability to serve as a liaison among groups with varying expertise on a topic.
- Interest in Capitol Hill and the legislative process.
- High degree of judgment and common sense are essential.
- Background in or knowledge of fish, wildlife, or habitat conservation.
- Ability to prioritize workload and manage multiple projects/tasks under deadline.
- Ability to work independently and also as part of a friendly team
- Sense of humor is a must!

Travel within DC (days per month)

0 - 10

Travel outside DC (days per month)

0-5

Accepts Foreign Nationals

TBD