

**Position ID**

E17-5

**Position Title**

Congressional Affairs Fellow

**Office Name**

Office of Legislative and Intergovernmental Affairs, NOAA

**Portfolio Summary**

When there's news about any significant coastal, ocean, or weather issue, you can be sure that NOAA is involved—and that Congress will want to know what the Agency is doing. As the Congressional Affairs Fellow at NOAA's Office of Legislative and Intergovernmental Affairs (OLIA), you will personally help communicate NOAA's mission to Members of Congress and their staff in an effective and consistent manner during Congressional Hearings, meetings with individual Members or Committees, and daily phone calls and E-mails from Congressional staff. Your scientific expertise will be a starting point to join the dialogue on the hot, cutting-edge issues that drive the budget and political cycles—the impact of climate change on coastal communities, the state of marine fisheries and endangered species management, and more. You will need to bring patience, drive, and excellent communication skills to this position as you interact with NOAA's headquarters and program offices and Congress.

You can expect:

- Close mentoring with NOAA's experts on Congressional engagement;
- Contact with NOAA's senior leadership, programmatic experts, and regional personnel;
- Strategic and tactical responsibility on the teams that build NOAA's interface with Congress and key stakeholders.
- You will be viewed as a full team member in the office, and as you gain experience throughout the year, you will have an ability to branch off to focus on particular issues important to NOAA, Congress, and your own interests. A typical day might feature any – or all! – of the following:
- Orchestrating an interaction between the NOAA Administrator and Members of Congress and their staff;
- Responding to congressional inquiries on NOAA issues (including inquiries from Legislative Knauss fellows);
- Meeting with Congressional staff to share positions, find common ground, and negotiate a cooperative path forward;
- Working with NOAA (and other Agency staff) to develop Administration legislative language for various ocean, coastal, and atmospheric initiatives.

These tasks will help you refine your ability to handle multiple issues simultaneously and gain firsthand knowledge about the interplay between legislative and executive branches.

**Expertise Desired**

Strong oral communication skills, including comfort speaking in front of groups.

Strong written communication skills, including excellent editing skills.

Comfort working with diverse constituent groups.

**Travel within DC (days per month)**

4-7 Days Days/Month, Frequent travel to the Hill

**Travel outside DC (days per month)**

Infrequent Days/Month

**Accepts Foreign Nationals**

Yes