

Legislative Organizing Director

The Graduate and Professional Student Senate (GPSS) seeks a Legislative Organizing Director to support the Senate and Vice President of External Affairs in efforts to increase graduate and professional student visibility in advocacy beyond UW. They will be responsible for building relationships with campus offices, community contacts, and graduate student networks. The Organizing Director will leverage these relationships to assist in recruiting event participants and organizing events. Compensation for this position is \$24 per hour, 19 hours per week for 34 weeks.

Key Responsibilities:

- Building a strong network of students who can be mobilized for legislative advocacy events.
- Collaborating with campus offices/entities to plan and ensure strong graduate and professional student turnout at nonpartisan rallies/demonstrations.
- Developing and implementing Get Out the Vote (GOTV) strategies and working with partner organizations to support GOTV efforts.
- Developing and maintaining relationships with local, nonpartisan press and media outlets.
- Conducting research to contribute to current and future GPSS organizing efforts.
- Helping recruit and retain members for the GPSS Legislative Advisory Board (LAB).
- *Assisting in the planning of events such as the annual ASUW-GPSS Legislative Reception, Huskies on the Hill Lobby Day, and other lobbying efforts (event planning responsibilities may be expanded to include GPSS projects outside of advocacy-related work).*
- Assisting in drafting the GPSS policy agenda.
- Ability to attend senate meetings at least twice a quarter and at least one in-person GPSS event per quarter
- Will report to the Vice President of External Affairs, but may work with other officers as projects arise

Qualifications:

- Must be a UW student enrolled in at least 6 undergraduate or 4 graduate credits or on leave as defined by University Employment Policy from Chapter 104.
- Interest in state and federal legislative issues, especially relating to higher education and graduate education. *Knowledge of WA specific issues preferred.*
- Experience supporting legislative and advocacy efforts.
- Experience drafting professional documents and communication, such as policy memos and white papers.
- *Experience with remote or online organizing (preferred)*
- Ability to maintain a sense of nonpartisanship, especially in high-stakes policy conversations.
- Demonstrated experience working with underrepresented populations and an ability to communicate with a variety of people from different and minoritized backgrounds across race, gender, sexuality, ability, status, and language.

- Ability to attend and contribute to LAB.
- Interest in working with student government and being part of a team.

Workplace Expectations:

In addition to duties listed above, GPSS Staff members are also expected to:

- Work 19 hours per week.
- Work at least half of their time in office on weekdays from 8 - 5, Husky Union Building Room 314. These hours may be reduced under the discretion of your supervisor.
- Attend 2 Senate meetings per quarter. These meetings will be held from 5:30 PM to 8 PM on Wednesday's. These meetings contribute to your 19 hours per week.
- Remote work options are available and will be arranged based on work with your project load.

Please do not let these expectations deter you from applying, please email Amanda Chin (she/her), gpssvpin@uw.edu, with any questions or bring concerns to your scheduled interview time.

Application Process:

To apply, please submit a 1-page cover letter and a 1-page resume. In your cover letter, please share your interest in working with GPSS, your interest in working with this specific position, and any experiences you have working with underrepresented or historically excluded populations. In your resume, please share relevant experiences to the role you are applying for. Additional pages will not be considered.

Selected candidates will move forward to an interview, which will be held in the GPSS office (HUB 314) or via Zoom. If you need any accommodations throughout the interview process, please contact Amanda Chin (she/her), gpssvpin@uw.edu.

Hired applicants will be expected to attend an in-person Staff Orientation in September.