Job Title: Legislative Consultant/GR Specialist
Location: Madison, WI
Reports to: WEAC Executive Director

Job Purpose: The Legislative Consultant/GR Specialist is a full-time, state-level employee that supports the state’s programming around legislative, political and government relations issues. The Legislative Consultant/GR Specialist will support WEAC in the development, planning and implementation of legislative and political programs, including organizing actions that support WEAC’s focus.

Job Functions:

- Coordinate WEAC’s involvement with all aspects of the state legislature including contact with state legislators, legislative staff, and other lobbyists, the Legislative Council, the Legislative Reference Bureau and the Legislative Fiscal Bureau.
- Support the Public Affairs Director, as needed, with the development of WEAC’s biennial legislative initiatives.
- Serve as a WEAC lobbyist in the state legislature.
- Maintain a detailed and working knowledge of the state ethics laws as they pertain to WEAC as a registered lobbying organization and WEAC lobbyists; as well as coordinating the WEAC lobby report filing with the Wisconsin Ethics Commission.
- Support the Public Affairs Director, as needed, with activities, training, material development and assignments of WEAC’s grassroots legislative program.
- Support the Public Affairs Director, as needed, with the tracking, research and analysis of legislative proposals of interest to WEAC, including the biennial budget, along with the development of issue papers and legislative policy statements.
- Support the Public Affairs Director, as needed, in the development of WEAC’s legislative communications to its members and the general public.
- Attend conferences, workshops, seminars and other educational and policy initiatives that contribute to the advancement of quality public education and member welfare.
- Coordinate WEAC’s involvement in statewide campaigns and elections including races for Governor, Attorney General, State Superintendent, Teacher Retirement Board, Supreme Court, Appellate Court, US Senate, President, statewide referendums, State Senate and State Assembly.
- Serve as Staff Liaison to the WEAC Political Action Committee.
- Coordinate the WEAC PAC recommendation and screening process.
- Coordinate political research programs with coalition partners that include: public record research of candidates, quantitative survey research in individual campaigns and demographic and political behavior profiles of the state’s legislative districts.
- Work with the communications staff to develop internal member communication programs in support of WEAC’s recommended candidates.
- Plan and coordinate WEAC’s delegate selection activities at the state Democratic and Republican conventions.
• Assist the Executive Director in the development and execution of independent expenditure campaigns.
• Maintain a working knowledge of current federal, state and local campaign finance law.
• Support the communications program as necessary.
• Perform other duties as assigned.

Required Skills, Knowledge, and Abilities:

• A Bachelor's Degree.
• Deep, personal experience and a keen detailed understanding of Wisconsin labor history, with an emphasis on the past ten years.
• Ability to assist with UniServ Director fill in, on an as needed basis.
• Ability to follow instruction, work independently, prioritize work assignments and meet strict deadlines in a fast-paced work environment.
• Demonstrated knowledge of legislative and electoral processes.
• Experience drafting legislative proposals and statutory language.
• Demonstrated ability to write and develop strategic plans.
• Demonstrated ability and experience coordinating and conducting legislative, issue and public policy research.
• Demonstrated ability and experience identifying, recruiting, training and organizing individuals and/or groups to take concerted action.
• Ability to promote and adhere to the policies and procedures adopted by the WEAC Board of Directors and Representative Assembly.
• Ability to perform all duties in a professional and competent manner.
• Ability to maintain the confidentiality of the organization and individual member(s) concerns.
• Valid driver’s license
• Ability to travel and work nights, weekends, and long hours.

Preferred Skills, Knowledge, and Abilities:

• A Master’s Degree.
• Minimum five years of experience working for a union.
• Experience as a lobbyist for a union.
• Experience working with state level electoral coalitions.
• Experience working with state level legislative coalitions.
• Demonstrated relationships with Wisconsin legislators, legislative aides and committee staff is preferred.
• Deep understanding of statutes and administrative rules governing public schools and public instruction.
• Experience as a union, community, coalition or issue advocacy organizer.
• Ability to design and implement program plans with target, strategies and evaluations.
• Strong written and spoken communication skills.
• Group facilitation skills.

Salary and Fringe Benefits: Excellent salary and benefit package under the Professional Staff Collective Bargaining Agreement.
Applications: Please submit a resume, two letters of reference and a letter of interest, detailing your experience in the areas of responsibility outlined above. Applications must be received no later than **5:00 p.m., Wednesday, September 4, 2019.**

Beginning Date: As soon as possible.

Submit Applications To:

Wisconsin Education Association Council  
Jill Hein, Human Resources Coordinator  
PO Box 8003  
Madison, WI 53708-8003  
or  
HeinJ@weac.org  
(Reference: **Legislative Consultant/GR Specialist**)