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POSITION TITLE: Lobby Day Assistant

DEPARTMENT: Government Relations

REPORTS TO: Deputy Director

STATUS: Time-limited; May 1, 2017 through June 16, 2017 (30 hours per week)

PRIMARY OBJECTIVE: To provide administrative support related to annual Lobby Day planning, including providing on-site support of the Lobby Day activities, June 13, 2017 from 7:00am – 8:30pm.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Schedules lobby visits between Lobby Day registrants and their appropriate members of Congress.
2. Confirms and accurately tracks House and Senate lobby meetings scheduled.
3. Coordinates with Government Relations and Organizing staff to ensure lobby visits are scheduled with appropriate congressional staff and members of Congress.
4. Works with Communications department to keep lobby day website updated with scheduled meetings and other information as necessary.
5. Communicates as necessary with Lobby Day registrants regarding their meetings.
6. Serves as point of contact on Lobby Day for all lobby visit related inquiries.
7. Provides administrative support as needed.
8. Other responsibilities as assigned.

SUPERVISION EXERCISED:

None

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma, some college courses in related area preferred.
- Strong computer skills, especially proficiency in MS Office Suite, database software, and Internet research. Knowledge of Raisers' Edge database a plus.
- Interest in hunger and poverty issues (U.S. and/or international)
- Ability to work cooperatively within a team and manage time effectively.
- Strong office management and customer service skills.
- Strong communications, writing, and research skills

WORK ENVIRONMENT ISSUES:

None

DISCLAIMER:

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

HOW TO APPLY:

Please submit a cover letter and resume to Careers.GR@bread.org or fax these materials to the attention of Christine Ashley at 202-688-1155 no later than April 7, 2017. Visit our website <http://www.bread.org/about-us/jobs/> for a full listing of open positions.

Bread for the World is a collective Christian voice urging our nation's decision makers to end hunger at home and abroad. By changing policies, programs and conditions that allow hunger and poverty to persist, we provide help and opportunity far beyond the communities in which we live.

Bread for the World Institute provides policy analysis on hunger and strategies to end it.