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## Advocacy Summit Assistant

Temporary  
DC, Washington, DC, US

Today  
Requisition ID: 1096  
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**Salary Range:** \$17.50 To 18.00 Hourly

**DEPARTMENT:** Government Relations

**REPORTS TO:** Deputy Director

**STATUS:** Time-limited; April 15th through June 17, 2024 (30 hours per week)

**APPLY BY:** March 28, 2024

Bread for the World is a Christian advocacy organization urging U.S. decision makers to do all they can to pursue a world without hunger. Our mission is to educate and equip people to advocate for policies and programs that can help end hunger in the U.S. and around the world.

Bread for the World seeks a passionate and detail-oriented assistant to help plan and execute our annual Advocacy Summit. Each year over 200 Bread members gather in Washington, D.C. to hear from impressive keynotes, stand with stakeholders and learn from policy experts about the most pressing anti-hunger issues. The Advocacy Summit culminates with members going to Capitol Hill to advocate for Bread's legislative priorities. This time-limited position offers a unique opportunity to contribute to a meaningful cause while assisting with event planning and advocacy.

**PRIMARY OBJECTIVE:** To provide administrative support related to annual Advocacy Summit planning, including providing on-site support of the Monday, June 10<sup>th</sup> and Tuesday, June 11, 2024 Capitol Hill day activities, from 7:00am – 7:00pm.

### PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Supports the logistics of the summit by scheduling Congressional meetings, compiling event briefings, correspondences, and material preparations.
2. Confirms and accurately tracks House and Senate lobby meetings scheduled. Coordinates with Government Relations and Organizing/FE staff to ensure lobby visits are scheduled with appropriate congressional staff and members of Congress. Communicates as necessary with Advocacy Summit registrants regarding their meetings.
3. Assist with the preparation and implementation of advocacy presentations.
4. Conduct research on relevant policy issues, legislative updates, and best practices in advocacy to inform Summit content and messaging.
5. Works with Communications department to keep lobby day website updated with scheduled meetings and other information as necessary.
6. Assist with planning annual Congressional reception.
7. Serves as point of contact on Tuesday, June 11 for all lobby visit related inquiries. Work with Congressional staff to ensure day of advocacy logistics run smoothly.
8. Provides administrative support as needed.
9. Other responsibilities as assigned.

**SUPERVISION EXERCISED:** None

### SKILLS/KNOWLEDGE REQUIRED:

- High school diploma, a recent graduate or pursuing a bachelor's degree with some prior office work experience.
- Be detail-oriented, flexible, organized, and able to meet deadlines. Capable of completing projects with limited oversight.
- Experience with event planning and grassroots organizing is desirable.
- Interest in the intersection between government relations, advocacy, and logistics.
- Excellent communication and interpersonal skills (written, oral, and electronic).
- Commitment to the mission of Bread for the World.
- Prior understanding of Capitol Hill a plus.

### WORK ENVIRONMENT ISSUES:

- Bread is a hybrid organization.

### CULTURAL EXPRESSIONS:

Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer.

## OUR VALUES:

1. **We value our faith.** Our faith in Christ is the foundation for our hope, story, mission, and values, and compels us to love our neighbors near and far.
2. **We value human flourishing.** We believe that every human being, created in the image of God, has inherent dignity that affords an opportunity to be in right relationship with God, self, neighbor, and the environment, and to freely access enough nutritious food for good health.
3. **We value justice.** We seek to establish effective systems, structures, and policies that affirm equality and advance equity among all human beings and protect people who experience hunger and poverty from oppression.
4. **We value courage and prophetic voice.** In a spirit of wisdom and love, we will be bold in articulating and pursuing our vision of a world without hunger.
5. **We value nonpartisanship.** We believe that effective and sustainable public policies are made when, in good faith, we employ a civil and politically unbiased approach to develop and implement laws and programs to achieve our mission.
6. **We value collaboration.** We believe in working alongside and building community with diverse churches, institutions, and individuals, including people experiencing hunger, to achieve our mission.
7. **We value impact.** We strive for excellence in our work and hold ourselves and our nation's leaders accountable in the pursuit of public policies that render measurable results and meaningful change for those affected by hunger.

## DISCLAIMER:

Background and reference checks will be conducted on all final candidates. 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, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.