



Associated Students of Western Washington University
Representation and Engagement Programs
Legislative ~~Liaison~~ Advocacy Coordinator

About the Position

~~The Legislative Liaison exists as a representative for the Associated Students (AS) Board of Directors of Western Washington University to the Washington State Legislature and the Governor's Office. The Legislative Advocacy Coordinator exists as a representative for the Associated Students (AS) Board of Directors of Western Washington University to the Washington State Legislature and the Governor's Office, and ensures that students are engaged and represented in legislative and decision making processes.~~

Position Classification

~~Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department. Coordinators provide programming for the Associated Students as a whole and facilitate events, offices and groups throughout the Western and Bellingham community. Coordinators report to department directors or supervisors. Specific duties include but are not limited to: Event programming, departmental budget authority, coordinating specific office functions, performing administrative work, supervising assistant coordinators, promote office and events, and maintain and update programming resources for the department.~~

About the Department

The REP exists to provide the resources, services, and support necessary to ensure student representation in decisions that impact students at the university, local, state, and federal levels; to promote effective citizenship and civic engagement through services, programs, and collaboration.

Term of Position

This is a three quarter position. This position starts the Monday two weeks before the start of classes fall quarter and ends the Friday of finals week the following spring quarter. This position works an average of 10 hours per week during Fall and Spring Quarter and an average of 35 hours per week during Winter Quarter. The position holder may work more some weeks and less other weeks depending on the office's needs. The position holder is neither required nor expected to work during intersession, winter break or spring break.

AS Employment Qualifications

- Maintain a minimum credit load throughout term of position of 6 credits for undergraduates and 4 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

Preferred Qualifications

- Ability to move to Olympia for Winter Quarter (required).

- Demonstrated interest in policy, ~~and lobbying,~~ advocacy or organizing.
- Public speaking skills.
- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people on Western's campus and in the Bellingham community.
- Ability to work independently and responsibly, while supervising others.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Ability to work flexible hours.
- Budget management knowledge or experience.
- Basic knowledge of department and position specific responsibilities.
- Ability to communicate, ~~and break down~~ and explain the state legislative and decision making process.

AS Employment Responsibilities

- Serve the diverse membership of the Associated Students in a professional and ethical manner by:
 - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
 - Attending all AS staff development events including, but not limited to: pre-fall orientation, pre-winter, pre-spring, and mid-quarter staff developments.
 - Being knowledgeable of the AS organization and its general operations.
 - Serving on search committees as designated by the AS Personnel Director.
- Ensure the legacy of this position by:
 - Working with supervisor and Personnel Director to revise and update position job description.
 - Working with the previous position holder to complete a minimum of 15 hours of unpaid internship as well as providing a 15 hour internship to the incoming position holder.
 - Developing and maintaining a legacy document as required by the AS Employment Policy.

AS Representation and Engagement Programs Responsibilities

- Empower and support the Associated Students membership with civic engagement information, activities, and peer education by:
 - Maintaining regular posted office hours per week as arranged with the REP team. Providing unbiased, nonjudgmental, and accurate information and services to students.
 - Maintaining up-to-date records and information of on and off campus services in order to provide effective referrals.
 - Provide voter education and voter registration information.
- Ensure the smooth, effective operations of the Representation and Engagement Programs by:
 - Attending weekly REP staff meetings, office check-ins, and any additional departmental activities.
 - Promoting teamwork and collaboration throughout the REP office.
 - Assisting with the coordination of activities, materials, and tabling schedules for all REP civic engagement events.
 - Establishing and maintaining active working relationships with other REP team members.
- Develop and enhance the teamwork, communication, and effectiveness of the REP by:
 - **Planning short- and long-term goals for the REP with office staff and the REP Director.**

- **Continually receiving feedback from participants of events and services.**
- **Maintaining regular communication with REP staff outside of meetings.**
- Foster working relationships with related campus and community resources by:
 - Being aware of and participating in REP related events.
 - Fostering and enhancing working relationships and communication with Western Votes and other civic engagement organizations on campus.

Position Responsibilities

- Engaging the Associated Student Membership with legislative issues by:
 - Organizing an event during Fall Quarter regarding ~~t~~ topics ~~which will be discussed in the upcoming Legislative Session~~ surrounding legislative issues or the broader legislative and lobbying process.
 - Establishing and maintaining a minimum of 2 posted office hours per week during Fall and Spring Quarter, unless legislative business precludes attendance.
 - Working with the VP for Governmental Affairs and the Western Votes President to organize Viking Lobby Day(s).
 - Serving on the AS Legislative Affairs Council as a ~~non~~-voting member, except when legislative business precludes attendance.
 - Serving in an auxiliary function in organizing a voter registration drive prior to any upcoming election.
- Represent student voices and interests to the Washington State Legislature by:
 - Giving oral and written testimony to the appropriate legislative organization on behalf of the Legislative Agenda approved by the AS Board and on other issues with approval of the AS VP for Governmental Affairs.
 - Consulting the AS VP for Governmental Affairs before representing the ASWWU on any legislative ~~concern~~ issue that is not on the Legislative Agenda during the Legislative Session.
 - Attending the Washington Student Association Legislative Liaison training in Olympia prior to the start of the Legislative Session.
 - Preparing for Legislative Session by researching key legislators and upcoming legislative issues.
 - Reaching out to a diverse group on Western's campus to ensure a variety of student needs are being met represented by the legislative process.
- Coordinate mutual legislative objectives with the WWU faculty and administration and with other universities by:
 - Maintaining a working relationship with Washington Student Association, WWU Faculty Senate, and WWU Office of University Relations and WWU Lobbyist. Director of Government Relations.
 - ~~Establishing and maintain a working relationship with the Washington Student Association~~
 - Attending all Washington Student Association state board meetings.
 - Establishing and maintaining a working relationship with representatives from other universities.
- Maintain a working relationship with the AS Board of Directors by:
 - Providing a weekly report to the VP for Governmental Affairs and the Legislative Affairs Council on all legislative issues during session.
 - Meeting regularly with the VP for Governmental Affairs during Fall and Spring Quarter to discuss lobbying activities and efforts.

- Attend meetings of the Board of Directors as requested by the AS VP for Governmental Affairs.
- Making official recommendations to the AS VP for Governmental Affairs concerning all legislative business.
- Compiling and presenting a comprehensive report detailing activity of concern to the AS Board of Directors at the end of Legislative Session.

Salary

This position will receive \$7,007 per term of position. (Approximate pay twice a month per quarter-Fall= \$181, Winter= \$665, Spring = \$228.)

Reportage

The AS Legislative Liaison reports to the AS Board of Directors through the ASVP for Governmental Affairs for all lobbying activities. The AS Legislative Liaison reports to the REP Director for all work within the REP.

This job description is subject to change in accordance with the AS Employment Policy.
The Associated Students is an Equal Opportunity Employer.
Revised November 27, 2012 by motion PC-12-F-2.