



## SOUTHWESTERN ILLINOIS RC&D, INC.

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Title: **Legislative Coordinator**  
Position Description Number: **07**  
Classification: **Administration**

### **Position Summary:**

The Legislative Coordinator will assist RC&D staff and Council in providing technical assistance to local, regional, state and federal legislators.

### **Key Responsibilities:**

Specific duties include, but are not limited to, the following:

1. Work with RC&D staff and Council to identify issues within the organization that require specific legislative education and attention.
2. Meet with state and/or federal legislators periodically to provide technical assistance related to issues identified by the RC&D staff and Council.
3. Educate and inform legislators if a specific program or opportunity exists that would assist in resolving the issue.

### **Qualifications:**

The Legislative Coordinator will possess:

1. A minimum of five years of experience working with legislators and elected officials, at the local, state and federal levels.
2. Access to email.
3. Excellent communications skills, including writing, listening and presentation.

### **Supervision:**

This position will report directly to the Operations Manager. The position will also have contact with RC&D and NRCS staff.

### **Longevity:**

The individual selected for this position is expected to serve for a minimum period of one year.

### **Level of Commitment:**

It is expected that an individual will commit a minimum of 16 hours per month towards activities associated with this position. This is an averaged estimate, which may fluctuate periodically, based on activities.

### **Workplace Location:**

Portions of this work can be completed at the selected volunteer's home work station. It would however be necessary to spend a portion of the time at the RC&D office to communicate with the Council and Operations Manager. The selected volunteer would also be expected to coordinate and attend meetings with legislators on a regular basis.

**Benefits:**

The Legislative Coordinator is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses
- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills