



Policy Associate

About the Organization

Student Veterans of America (SVA) is the country's premier organization for veterans in higher education. SVA empowers all generations of military veterans with the resources, support, and advocacy to succeed in their journey to, through and beyond higher education. SVA represents a community of 1,500 chapters on campuses in all 50 states and four countries comprised of over 700,000 student veterans. SVA is **Gold Certified** by Guide Star and was named Non-Profit of the Year by HillVets. For more information, visit us at www.studentveterans.org

About the Position

SVA is seeking an exceptionally bright, multitasking, dynamic, and fast-learning individual to support SVA's government affairs team. The policy associate (PA) for Student Veterans of America (SVA) operates directly with the Vice President of Government Affairs (VP) to execute the policy research and advocacy implementation of the organization. SVA's mission is to provide military veterans with the resources, support, and advocacy needed to succeed in higher education and following graduation. This position would expose selected candidates to cabinet-level executive branch leadership, senior members of congress, and fast-paced policy making experiences.

Responsibilities

It is the responsibility of the PA to provide direct support to VP on administration, research, and analysis. Primary duties will include to:

- Track and summarize legislative and executive branch proposals in assigned issue areas;
- Monitor legislative developments within committees;
- Prepare for, attend, and summarize the outcomes of congressional committee hearings and meetings with external partners;
- Author and co-author policy papers, congressional testimony, public comments, and other articles as needed to be shared with government leaders and the public;
- Provide information on and generate ideas for press, mass mailings, and newsletters;
- Manage membership grassroots policy engagement program and training material;
- Prepare materials, drafts, and other information for others who are authoring or co-authoring policy papers, congressional testimony, public comments, and other articles as needed to be shared with government leaders and the public;
- Provide background information and/or supporting documents in preparation for meetings; coordinate with other staff to prepare support materials and run point on any follow-up materials or actions
- Assist with SVA events and National Conference;
- Perform other duties as assigned.

Minimum Qualifications

- Bachelor's degree
- Knowledge of the policy and lawmaking processes and of Congressional organization and procedures;
- Strong writing skills, and ability to draft content in a timely manner;
- Ability to exercise discretion and independent judgment in the formulation and recommendation of policy positions for the VP;
- Ability to project confidence and competency when working with senior members of the legislative and executive branches;
- Ability to perform the essential job functions above.
- Proficiency with Microsoft Office Suite (Outlook, Excel, Word, PowerPoint)
- Must have the capacity to maintain strict confidentiality

Preferred Qualifications

- Ability to work as a member of a diverse and growing team
- Ability to work in a fast-paced environment and meet deadlines; Well organized; Attention to accuracy and detail
- Experience planning ahead and managing time effectively
- Candidates who are veterans or immediate family members of veterans or serving members of the military are strongly encouraged to apply

Requirements

This is a full-time position with working hours Monday-Friday from 9:00 AM to 5:00 PM. Some work outside of normal working hours may be required.

This position will be located in the SVA National Headquarters in Washington, DC.

Application

Email resume, cover letter, and salary requirements to careers@studentveterans.org. Please include "Policy Associate" in the subject line. SVA is an Equal Opportunity Employer.