

ESP Advisors Position: Spring Fellow

Job Description

Spring Fellows are responsible for supporting all aspects of ESP Advisors' policy portfolio, including by supporting up to five ESP Advisors clients. Fellows work closely with one or more Policy Managers to help schedule and manage client meetings, create and maintain deliverables, track and analyze legislation, summarize congressional hearings, and more. Fellows will have access to professional development opportunities throughout the duration of the fellowship. A successful Fellow will be a confident verbal and written communicator, have excellent time management skills and attention to detail, and will be ready to take advantage of this opportunity to learn and grow.

This is either a part-time or full-time, mostly remote position, though location in or near Washington, DC is required in order to attend periodic in-person events. The position will end June 30, 2025. There may be opportunity to extend or advance depending on fit, ability, and firm needs.

Job Responsibilities

- Help schedule and manage meetings with Congressional and agency staff, include client fly-ins and Hill days
- Update and maintain clients' Congressional outreach spreadsheets
- Write briefing documents for ESP Advisors leadership team and clients ahead of meetings
- Provide insight and take notes in meetings
- Provide writing, editing, and general communications support
- Track and analyze relevant legislation
- Track ocean, environmental, and climate policy and news
- Monitor, track, and summarize Congressional hearings and other relevant events for clients
- Create client deliverables using ESP Advisors grammar and branding guidelines
- Help with event planning and execution

Requirements

- 1-3 years of work experience in federal policy or a related field
- Comfortable working across party lines and with clients on both sides of the political spectrum
- Detail-oriented and skillful writer, especially for fact-based, nonpartisan policy analysis

- Able to keep an independent work schedule, take initiative, and tackle complex problems
- Effective organization and communication skills and confidence to raise concerns/issues as they arise
- Proficient in Google Workspace
- Located in the Washington, DC or surrounding area

Reporting

Spring Fellows report to the Chief Operating Officer.

Compensation

- Part-time and full-time employment options available
- Salary commensurate with experience; range of \$65-75k

Application Process

Required Documents

- Resume
- Cover letter
- Two recent writing samples (preferably policy related, two pages or less each)

Our company is an equal opportunity employer. People of color, women, members of the LGBTQ+ community, and other traditionally underrepresented communities are warmly encouraged to apply.

Please visit espadvisor.com/careers to apply.

Applications due by January 12, 2025.