

The Public Policy Consultant will work as a key member of the MRSC team whose mission is to serve the needs of local government customers. The person in this position functions as a generalist, responding to a wide variety of research requests in areas such as governance, community engagement, affordable housing, homelessness, diversity, equity, and inclusion, parks and recreation, and public safety. The successful candidate must be passionate about local government issues, possess demonstrated written and oral communication abilities, and have outstanding customer service skills. Our ideal candidate will have direct experience working for local government and enjoy providing training to local government staff and elected officials.

During the COVID-19 pandemic, MRSC staff are working from home, with the option of limited work in the Seattle office in a manner that meets the State's safety guidance for office work. On a permanent basis, this position may be based in MRSC's Seattle office, with remote work options from a home office within Washington State.

### PRINCIPAL DUTIES

- **Website Content.** Develop and maintain content for topic webpages to ensure they are current and accurate. Some recent focus areas have included
  - Community engagement
  - Diversity, equity, and inclusion
  - Sustainability and resilience
  - Affordable housing
  - Homelessness
- **Training.** Develop and present training sessions, remotely (and eventually in-person) to local government officials on matters of concern to them.
- **Blogs.** Write blog articles on timely topics of interest to local governments to be published as part of the MRSC Insight Blog series.
- **Inquiries.** Research and respond to inquiries from local government officials and staff, state agencies, state legislators, legislative staff, and nonprofit organizations.
- **Emerging Issues.** Keep up with the latest issues facing local government and special purpose districts and “promising practices” to address those issues.
- **E-Newsletters.** Help to develop and approve the final content for several of MRSC's electronic newsletters.
- **Special Projects.** Participate on multi-disciplinary teams developing content for special projects, such as creating new online tools to assist local governments.

### REQUIRED QUALIFICATIONS

- Four years of research and policy development experience; or a master's degree in a policy-related field and relevant experience.
- Excellent research, written and oral communication skills.
- Great customer service skills.
- A pleasant and professional manner in dealing with people, with a proven track record of working cooperatively with others.
- A high degree of comfort in making public presentations, both virtually and in-person.

- Ability to work independently with minimal supervision to provide prompt, responsive, accurate and professional policy services.
- Capability to prioritize work, meet deadlines, and manage several projects simultaneously.

### **PREFERRED QUALIFICATIONS**

- Four or more years of relevant local government experience.
- Experience in developing and giving public presentations/training sessions.
- Considerable knowledge of principles and practices of public administration, policy analysis, and management in a local government context.

**Starting Salary:** The starting salary range is \$79,600 to \$96,000, depending upon qualifications and experience. We offer excellent benefits, professional development, and a rewarding work environment.

**Inclusion:** Our mission is best advanced by the leadership and contributions of individuals of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or other status protected by law.

**About MRSC:** MRSC is a private nonprofit organization devoted to empowering local governments in Washington State to better serve their communities. We support effective local government through trusted consultation, research, training, and collaboration. We have an outstanding reputation for providing reliable, trustworthy advice and information. We answer questions, collaborate with partner organizations, convene stakeholders, and disseminate information on featured practices and emerging issues.

**Our Team:** Our 26-person team includes attorneys, policy and financial experts, local government professionals in planning and public works procurement, communications specialists, program and accounting administrators, and information technology staff. We work in a team-oriented collaborative basis.

**TO APPLY:** Please submit a letter of interest and resume to Aimy Enriquez at [aenriquez@mrsc.org](mailto:aenriquez@mrsc.org). This position is open until filled; the first review deadline is March 26, 4:00 p.m. (Pacific Time).