



<b>Job Title:</b>	<b>Director of Congressional Affairs</b>
<b>Area/Unit:</b>	Public Policy
<b>Reports To:</b>	Diane Shust, Vice President of Public Policy
<b>Job Summary:</b>	The Director of Congressional Affairs (DCA) will serve as a part of the advocacy team for the Council for Opportunity in Education (COE) by advancing TRIO on Capitol Hill and with the Administration, including work with the bicameral, bipartisan Congressional TRIO Caucus. The DCA will drive forward the organizations federal relations and policy agenda in collaboration with other departments at COE and external partners.
<b>Job Description</b>	
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES:</b>	
<b>Advocacy Leadership</b> <ul style="list-style-type: none"><li>• Advocate before Members of Congress, the Department of Education, and the White House to advance the interests of the Council, TRIO programs, and TRIO students.</li><li>• Develop and maintain relationships with Members of Congress and staff who will champion TRIO, including working with the bicameral, bipartisan Congressional TRIO Caucus.</li></ul>	
<b>Strategic Planning</b> <ul style="list-style-type: none"><li>• Track, analyze, and help develop COE's positions and responses to legislation (both authorizing and appropriations) and Department of Education regulations and guidance documents relevant to COE's policy agenda.</li><li>• Identify strategic opportunities in the legislative and executive branches and work to build and strengthen coalitions with other national advocacy organizations to fight for first-generation and low-income students.</li></ul>	
<b>Activities Coordination</b> <ul style="list-style-type: none"><li>• Play a lead role in the planning, coordination, and execution of COE's annual congressional and advocacy events, including the annual Policy Seminar (Spring fly-in meeting), National Student Leadership Congress, First-Generation College Celebration, and various Capitol Hill briefings.</li><li>• Develop and strengthen COE's grassroots activity and non-partisan civic engagement efforts, including planning and executing on-line and in-person training for TRIO educators, alumni, and students.</li></ul>	
<b>Constituent Communications</b> <ul style="list-style-type: none"><li>• Craft and, as appropriate, deliver weekly government relations updates, conference and webinar presentations and regular responses to field inquiries.</li></ul>	
<b>Supervision</b> <ul style="list-style-type: none"><li>• Direct and monitor the work of a rotating team of policy fellows and interns for the Public Policy Unit.</li></ul>	



## Other Duties as Assigned

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university is required.
- Four (4) to six (6) years of relevant policy experience, with an intimate understanding of the appropriations and authorization processes.

### **PREFERRED QUALIFICATIONS:**

- Master's degree or advanced degree such as Juris Doctor from an accredited college or university.
- Minimum four (4) years Capitol Hill experience preferred at the education legislative assistant level or higher.

### **KNOWLEDGE OF:**

Federally funded TRIO programs; public policy and government relations; computer database software, spreadsheets, and word processing and the ability to understand integrated computer systems (Microsoft Excel and Word, Salesforce, Handshake, or similar).

### **SKILL IN:**

Self-starter, and the ability to exercise strong judgment and discretion in advocacy matters at both the strategic and tactical levels; strategic thinker who is able to identify policy opportunities and develop and achieve a plan for success; excellent oral and written communications; strong organizational and project management skills; proficiency with Microsoft Office applications, particularly Microsoft Excel.

### **ABILITY TO:**

Relate to and communicate with diverse groups of individuals as a trusted team player; offer keen insight, awareness, and sensitivity into matters pertaining to low-income students, first-generation students, students of color, students with disabilities, and other underrepresented student groups; build and maintain effective relationships for the Council; advocate for educational opportunity; balance priorities under time constraints, while maintaining strong attention to detail; communicate effectively both orally and in written form; work well under pressure, set priorities, and meet deadlines; manage confidential and sensitive information.

### **WORKING CONDITIONS:**

Position is based in Washington, D.C. Office setting with some remote work. Repetitive use of keyboard. Requires travel and attendance at evening and/or weekend activities, meetings, events, seminars, and workshops. Occasionally required to lift and carry boxes of materials and equipment weighing up to forty pounds.

### **OTHER REQUIREMENTS:**

Demonstrated willingness and experience working collaboratively with various constituents and/or co-workers from a wide range of abilities, backgrounds, and experiences.



COUNCIL *for* OPPORTUNITY *in* EDUCATION

*Dedicated to furthering the expansion of  
college opportunities for low-income, first-generation  
students, and students with disabilities.*

*Note: This job description is not designed to cover or contain an exhaustive list of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned during the course of one's employment with COE.*

***Last updated: 05/28/25***