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## **Legislative and Regulatory Policy Analyst**

The Washington Refuse & Recycling Association (WRRA) is a statewide business association representing the private sector solid waste management companies doing business in our state. WRRA Staff works with the state legislature, executive branch agencies, state courts and other parties advocating for our members. We are looking for a new team member to assist our association's efforts. Our office is in Lacey, Washington.

### **Job Description**

We are seeking an analytical and meticulous person to assist our government affairs – legislative and regulatory program. This will include researching, analyzing, interpreting and preparing state legislative and regulatory proposals, as well as developing messaging and communication materials for those policy proposals. A successful candidate will be assisting our in-house counsel in preparation for agency regulatory and judicial adjudicative proceedings.

Successful candidates should have excellent critical thinking and communication skills as well as be flexible and able to work both independently and as a member of our team. The ideal candidate is a legal professional that is interested in policy work with occasional ongoing traditional legal work.

### **Duties:**

Analyzing, developing, and communicating complex legislative and regulatory proposals and making recommendations. Assisting the association members, executive, in-house counsel and contract lobbyists. Ability to work well with the WRRA Staff team, and other duties as assigned.

### **Policy Analyst Requirements:**

A JD Degree and admission to the Washington State Bar Association is preferred, but a law student set to graduate in 2024 will also be considered. The job requires diligence and organizational skills. Excellent communication, writing, along with independent and team-working skills. Familiarity with Microsoft Office Suite, specifically Word and PowerPoint.

Work in the Lacey office will be necessary with remote work available throughout the year. There is an annual meeting and other work-related meetings that require travel. A valid driver's license is required.

This announcement will remain open until the position is filled. Applicants should be prepared to start upon a successful job interview and offer of the job.

Compensation will be based upon skill level and experience. It will include a salary, retirement contribution, paid medical insurance and paid vacation, holiday and sick leave.

Applicants should submit a resume detailing their educational and practical work experience and two personal references we may contact. Please contact Brad Lovaas, WRRA Executive Director at [brad@wrra.org](mailto:brad@wrra.org) if you have any questions about the position or would like to apply for the position.