



Advisor, Legislative Affairs

Position Overview

The Afghanistan War Commission is seeking a highly experienced and motivated individual to serve as Advisor, Legislative Affairs. This role will focus on establishing and maintaining positive relationships with key stakeholders in the US Senate and US House of Representatives, including leadership and member offices, and committee staff. This individual will report directly to the Senior Advisor, Legislative Affairs.

Key Responsibilities

- Develop new and maintain current relationships with offices in the US Senate and US House of Representatives, particularly those serving on the Commission's authorizing and appropriating committees.
- Represent the Commission's interests and priorities to congressional leadership, members, and staffers, advocating effectively for support to fulfill our mission.
- Serve as a conduit for information exchange between the commission and congressional offices, providing updates to congressional offices on the Commission's activities.
- Support executive-branch engagement on emerging findings and recommendations, including agency briefings, testing implementation and feasibility, surfacing institutional concerns, preparing agencies for the report's release, and supporting institutional adoption of relevant lessons and recommendations.
- Assist in the development and execution of strategic engagement plans to advance the Commission's goals within the legislative process.
- Work closely with internal teams to coordinate advocacy efforts and ensure alignment between legislative priorities and organizational objectives.
- Monitor legislative developments and analyze their potential impact on the commission's work.
- Prepare briefing materials, talking points, and other communications materials for use in meetings with congressional stakeholders, Commission senior staff, and Commissioners.

Qualifications

- Minimum of 5 years of experience working with the US Senate and/or US House of Representatives, with a strong understanding of congressional processes and procedures including with respect to the appropriations cycle.



- Deep knowledge of legislative affairs, including familiarity with relevant committees and their jurisdictions.
- Excellent written and verbal communication skills, with the ability to effectively convey complex information to diverse audiences.
- Proven ability to build and maintain relationships with congressional leadership, members, and staffers, always demonstrating diplomacy and professionalism.
- Strong strategic thinking and problem-solving skills, with the ability to anticipate legislative trends and identify opportunities for engagement.
- Ability to work collaboratively with internal and external stakeholders to achieve shared goals and objectives.
- Ability to thrive in a fast-paced environment and adapt quickly to changing priorities and circumstances.

Term & Compensation

- This is a full-time position, based in the Washington, DC area, aligned with the life of the Commission. Compensation is competitive with congressional pay scales (~GS-13 equivalent), commensurate with experience level. Full government benefits included.

Security Clearance

- An active Secret security clearance is required.

Application Process

- Candidates should submit a resume to [**Jobs@awc.senate.gov**](mailto:Jobs@awc.senate.gov).