



Title: Associate, Critical Infrastructure Team

Location: Washington, DC

Education: Minimum Bachelor's Degree

Classification: Full Time

Venn Strategies is a fast-paced, nationally recognized full-service government and public affairs firm based in Washington, DC. Our track record of success is a function of our broad array of working relationships, our strategic expertise and our impeccable bipartisan reputation across the policy and political spectrum.

We offer our clients a wide range of deliverables focused on advocacy, issue management, coalition management, grassroots engagement, alliance development and strategic advisory services. Specializing in matters of health care, tax, economic policy, financial services, trade and critical infrastructure, our firm strikes a critical balance providing the depth and breadth of a major political powerhouse, combined with the personal attention and engagement that only a principal-driven boutique can offer.

Venn is seeking an Associate with experience in infrastructure policy and programs. The ideal candidate will possess 2-3 years' relevant experience to support our growing critical infrastructure group. Must have a proven track record with federal policymaking and a familiarity with and passion for energy, security, environmental, trade, and economic development issues.

Experience:

- **2-3 years of relevant policy experience**

Responsibilities:

- The candidate will help with research, analysis, and writing on client priorities and supporting multiple client teams with complex projects and tasks.
- When requested, produce quality memorandums summarizing relevant policy issues for clients.
- Watch hearings and other key meetings and produce detailed notes and memorandums relevant to client priorities.
- Conduct administrative functions including scheduling meetings, note taking in meetings, and process tracking for the purposes of regular client reporting.
- Prepare and process client account paperwork, as needed.
- Establish, maintain and update files, databases, records and/or other documents.
- Operate standard office equipment and use the required software applications.
- Perform other duties and responsibilities as assigned.

Required:

- Must have 2-3 years' relevant experience to support growing critical infrastructure practice.
- Be enthusiastic and hardworking, capable of multi-tasking.



- Must possess strong project management skills, excellent research and communications (written and oral) abilities.
- Must be able to function well on a team.
- Knowledge of Congressional and regulatory processes and major policy initiatives in Congress and the Executive Branch strongly preferred.
- Proficiency in Microsoft Excel, Word, PowerPoint and Outlook.
- Uphold a professional image with external and internal business contacts.
- Work ethically and with integrity, including maintaining client and firm confidentiality.
- Maintain the highest level of discretion with confidential and sensitive information.
- Effective problem-solving skills to resolve routine client questions.
- Ability to work simultaneously on multiple projects.
- Ability to follow instructions, including a strong adherence to meet deadlines.
- Excellent organizational skills to prioritize and complete work efficiently.

How to Apply:

Send a cover letter and resume to job@vennstrategies.com. Please put "CI Associate" in the subject line.

EEOC Statement

Venn's employment practices are in accordance with the laws that prohibit discrimination against qualified individuals based on race, religion, color, gender, age, national origin, physical or mental disability, genetic information, veteran's status, marital status, gender identity and expression, sexual orientation or any other status protected by applicable law. Venn is an equal opportunity employer. If you require an alternative method of application or screening, please contact Human Resources.