Animal Agriculture Alliance
Connect | Engage | Protect

Position Description

Job title	*Coordinator, Issues Management and Communications*
Location	*Hybrid - the Alliance offers a flexible, predominantly remote working environment. Candidates must live within reasonable commuting distance of Arlington, Va., and be available to work from the Alliance office or attend meetings and events in the Washington, D.C. area approximately twice per month, with additional in-person attendance as needed.*

Job purpose

The coordinator, issues management and communications supports the Animal Agriculture Alliance's mission by contributing primarily to the organization's efforts to monitor, analyze and respond to emerging issues affecting animal agriculture. This position plays an important role in researching industry developments, tracking potential risks, and developing timely, relevant resources and communications for Alliance members. The coordinator also supports the Alliance's broader communications activities, including website management, social media and newsletters, while assisting with day-to-day administrative operations. The ideal candidate is highly organized, detail-oriented, an excellent communicator and curious about issues affecting animal agriculture, with the ability to balance multiple responsibilities in a small, collaborative team.

Duties and responsibilities

The coordinator, issues management and communications will:

- Monitor legislation, industry developments and emerging issues affecting animal agriculture. Track and summarize relevant developments, identify potential risks and prepare updates, reports and briefings for Alliance members.
- Conduct research and analysis to support the Alliance's issues management priorities, including gathering background information, monitoring trends and identifying emerging challenges.
- Assist with developing and updating member resources focused on security, crisis preparedness and emerging issues. Research, draft and edit articles, educational materials, talking points and other relevant content.
- Support issue-focused committees, stakeholder discussions and educational opportunities, including coordinating meetings and webinars, preparing materials, documenting discussions and tracking follow-up activities.
- Support media engagement efforts, including coordinating outreach activities and participating in interviews.
- Maintain and update the Alliance's website, including publishing content, ensuring information is accurate and current, and coordinating improvements as needed.
- Assist with developing, scheduling and publishing social media content across the Alliance's platforms, including creating graphics, monitoring engagement and tracking performance.
- Coordinate content development, compilation and distribution of the Alliance's monthly *Alliance Link* e-newsletter.
- Draft, edit and proofread communications materials, including articles, email campaigns, website content and promotional materials, ensuring consistent branding and messaging.
- Provide administrative and operational support, including coding recurring expenses, ordering Alliance-branded apparel and office supplies, maintaining the phone system and coordinating with vendors.
- Assist with planning and execution of Alliance events, meetings and programs, including the annual Stakeholders Summit, as needed.

Qualifications

- Bachelor’s degree in communications, public relations, business, education, or a related field required. Coursework or a background in agriculture strongly preferred.
- Ability to travel approximately 10%, including overnight travel to support Alliance events, meetings and programs.

- Skilled in Canva, Adobe Acrobat and Microsoft Office Suite programs (Word, Outlook, PowerPoint, Excel).
- Sound judgment, attention to detail and the ability to handle sensitive or confidential information appropriately.
- Strong research, analytical and communication skills, with the ability to evaluate information from multiple sources and summarize complex issues clearly and accurately, both verbally and in writing.
- Strong organizational and time management skills, with the ability to balance multiple deadlines, take initiative and work independently.
- Passion for animal agriculture and the mission of the Alliance.
- Flexibility and willingness to take on a variety of responsibilities in a small, collaborative team environment.

Compensation and benefits

The salary range for this position is $52,000–$62,000 annually, commensurate with qualifications and experience.

The Alliance offers a comprehensive benefits package, including health, dental, disability and life insurance, with premiums partially covered by the Alliance, as well as monthly contributions to a Health Savings Account. Employees are eligible for a 401(k) retirement plan with a potential annual employer contribution of generally 3–5% of salary. The Alliance also offers generous paid time off, including vacation days, sick days and personal days, along with paid family and medical leave benefits after one year of employment. Additional benefits include a flexible, predominantly remote work environment, a monthly cell phone stipend and reimbursement for travel to the Alliance office.

How to apply

Interested candidates should complete the online application and submit a resume and cover letter outlining their interest in the position and relevant qualifications.

Applications must be submitted by November 30, 2026. Applications submitted via email or through other channels will not be considered.