



## West Virginia Environmental Council

P.O. Box 1107

Charleston WV 25324

[www.wvecouncil.org](http://www.wvecouncil.org)

[info@wvecouncil.org](mailto:info@wvecouncil.org)

### Request for Proposals for (A) Legislative Lobbyists and (B) A Lobby Team Coordinator

#### A. Request for Proposals for Legislative Lobbyists:

The WV Environmental Council (WVEC) requests proposals to fill a team of two or more persons to perform legislative lobbying during the 2022 regular Legislative Session, which runs from January 12, 2022 through March 12, 2022.

Please include in your proposal the number of hours and days each week you are available during the regular Legislative Session.

Proposals should include: contact information, relevant experience, and monetary expectations — subject to experience, negotiation of duties and time commitments. Please indicate whether you would be interested or willing to commit to following environmental issues with state and federal agencies year around, including during interim Legislative Sessions that follow the regular Legislative Session.

In addition to daily lobbying activities and bill tracking, lobbyists are required to write articles for our **GREEN** weekly [newsletter](#) to provide updates to WVEC members. Lobbyists are also expected to meet as requested with the WVEC Government Affairs Committee, including participation in a post-session assessment of the lobby team's performance.

Lobbyists are expected to work effectively in a team environment and communicate regularly with member groups regarding how activists from the member groups can be involved in lobbying efforts. They are also required to participate in and assist with the 2022 E-Day lobby day on January 20, 2022 at the Capitol.

Lobbyists are expected to reside in the Charleston WV area during the Regular Session and to be fully vaccinated and able to attend meetings in person while complying with CDC recommendations such as masking and social distancing.

In your proposal, please address the following questions:

1. How would you facilitate the use of WVEC member groups and other supporters in assisting our lobbying efforts?
2. How would you collaborate with other lobbying groups, such as teachers, social workers, organized labor, children's issue advocates, health issue advocates, etc. into a coalition, as appropriate, to further enable WVEC to reach its environmental policy goals?
3. What skills and qualifications do you possess that would make you an effective member of the WVEC lobby team?

#### **B. Lobby Team Coordinator:**

The WV Environmental Council (WVEC) requests proposals for a person to work full time as a combined lobbyist and lobby team coordinator during the 2022 regular Legislative Session. The lobby team coordinator is expected to begin preparation work in December 2021 and to meet with the WVEC Government Affairs Committee or the WVEC Board of Directors in advance of the start of the 2022 Legislative Session. He/she will also be required to represent WVEC at the January 2022 Interim Session meetings if they are held.

Duties include: Assisting with assembling and coordinating a lobby team, lobbying, and day-to-day direction, management and oversight of lobby team members and activities. The lobby team coordinator serves as the liaison to the WVEC Government Affairs Committee and the WVEC Board of Directors, which is likely to include scheduled weekly calls with the Government Affairs Committee. Additional duties are as stated above under section A.

Proposals for the lobby team coordinator should include information as stated above under Section A as well as highlight experience, skills and techniques for managing a team in a fast-paced environment.

Please e-mail your proposal to [info@wvecouncil.org](mailto:info@wvecouncil.org).

Or mail to:  
WV Environmental Council  
P.O. Box 1007  
Charleston WV 25324

All applicants are welcome and encouraged to apply regardless of race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs.

Thank you and we look forward to reviewing your proposal!