



External Affairs and Outreach Coordinator

Apply by Monday, January 19, 2026, at 11:59 p.m. PST

Join a **fast-paced relationship driven** role where you will **seek opportunities, build connections, and manage event coordination logistics** that maximize engagement with communities and elevate the presence of the Attorney General's Office across the State.

About the Position

The Attorney General's Office is seeking someone who is excited to build powerful partnerships – identifying opportunities, coordinating community meetings, and ensuring seamless engagements on behalf of the Attorney General's Office.

This full time, exempt, position is not union-represented. It will be located in **Olympia or Seattle, Washington**, and will require travel to events.

Primary Responsibilities

- Review and monitor the Attorney General's schedule, upcoming events, meetings, travel, and invitations to identify outreach and engagement opportunities.
- Initiate outreach to external entities or interested community groups to coordinate meetings, speaking opportunities, or public appearances.
- Work with AGO divisions to identify outreach opportunities. Collaborate with internal team members (Policy, Public Affairs, Legislative, and legal divisions) to ensure external engagements are aligned with agency priorities and initiatives.
- Maintain current knowledge of key community and government stakeholders, initiatives, and emerging issues relevant to the priorities of the Office.
- Perform other duties as assigned to advance the Office's outreach and engagement goals.

Our Mission: The Office of the Attorney General will provide excellent, independent, and ethical legal services to the State of Washington and protect the rights of its people. To learn more about the Attorney General's Office and its mission, please visit: www.atg.wa.gov

Required Qualifications

- 3 years of experience in government relations, public affairs, or legislative affairs, preferably in a state or local government agency.

OR

- A bachelor's degree in political science or public administration and one year of experience in government relations, public affairs, or legislative affairs, preferably in a state or local government agency.

The ideal candidate will possess:

- **Experience working with or for an elected official.**
- Experience working within or a demonstrated understanding of Washington state government and intergovernmental relations.
- Experience preparing memos or briefings for senior government officials.

Salary and Benefits

\$97,185 (Annual)

Salary package includes generous medical, dental, and vision benefits, vacation accrual, and pension.

To Apply

To be considered for this role, please submit a resume, three professional references, and a letter of interest by Monday, January 19, 2026, at 11:59 p.m. PST to: ExemptRecruit@atg.wa.gov

- This position requires applicants to be legally authorized to work in the United States.
- The Washington State Office of the Attorney General does not use the E-Verify system.