

## Job Announcement

### Public Benefits Legal and Policy Advocate

#### Colorado Center on Law and Policy

#### **Background**

Colorado Center on Law and Policy is a nonprofit, nonpartisan advocacy organization that has been committed since 1998 to advancing the health, well-being and economic security of low-income Coloradans. We advocate for systemic policy changes that are well-founded in research and in the needs of the community on whose behalf we work. Using legal advocacy as well as advocacy on policy, CCLP seeks to increase economic security, improve access to public benefits, increase access to health care and address racial and economic injustice.

As a leading voice for low-income Coloradans at the State Capitol and with state agencies, among CCLP's past achievements are advocating for the expansion of Medicaid, creating and funding a state Earned Income Tax Credit, obtaining first-ever state funding for adult education, and making quality health care accessible and affordable for consumers.

We are a mission-driven organization that is committed to integrating values of diversity, equity and inclusion into our daily work and into the policies for which we advocate in order to advance racial and economic equity within our organization and in Colorado.

#### **Position Description**

Colorado Center on Law and Policy seeks an attorney licensed in Colorado to work primarily on access to benefits under the Supplemental Nutritional Assistance Program. The portfolio for this position will include all aspects of food security as outlined in the [Colorado Blueprint to End Hunger](#) and may also include advocacy with respect to other public benefits such as Temporary Aid to Needy Families.

CCLP seeks to expand our ability to effect systemic changes to administration of SNAP at the state and county level and to gain capacity to challenge practices that violate federal guidelines, whether through administrative advocacy or litigation in the courts. This position will promote policies to strengthen food security by increasing enrollment of Coloradans who are eligible for SNAP, and ensuring SNAP enrollees receive the full amount of benefits to which they are entitled. We also seek to add oversight of TANF budgetary issues and program rules as time permits.

The SNAP advocate will work in tandem with CCLP's Health Program staff on areas of mutual concern, such as IT systems issues, county administration, and streamlining paperwork and processes for enrollees.

The ideal candidate will have knowledge of administrative practices with respect to public benefits at the local and state level, federal SNAP regulations, and due process requirements related to the provision of public benefits and the Administrative Procedures Act.

### **Essential Duties and Responsibilities**

- Monitor and respond to rules promulgated and amended by the Colorado Board of Human Services related to SNAP, TANF and other non-health related public benefits.
- Thoroughly understand the state budget as it relates to state supervision of county administration of public benefits.
- Have the ability to identify county administration practices that promote or reduce access to SNAP, TANF and other non-health public benefits.
- Work closely with attorneys that handle public benefits appeals at Colorado Legal Services and with community-based organizations to gain knowledge of problems with access to and administration of SNAP, TANF and other non-health public benefits.
- Develop and advance proposals for policy changes to enhance access to SNAP and improve food security, and engage in advocacy at the legislature and with administrative agencies for adoption of such policy changes.
- Develop working relationships with officials at the Department of Human Services, the federal Food and Nutrition Service, and state Division of Energy and Food Assistance.
- Represent select individual clients in administrative appeals when such representation will aid in making systemic change, and litigate in court if appropriate.
- Identify legal issues that warrant legal challenges and work with pro bono attorneys.
- Work with partners both locally and nationally to identify leading ideas, issues and supporting research resources. Work with local organizational partners to promote story collection and client engagement on advocacy issues so that the voice of those directly affected can be heard by policy makers.

### **Qualifications and Job Requirements**

- Must embrace social and economic justice issues and the mission of Colorado Center on Law and Policy, including its commitment to diversity, inclusivity and equity. CCLP is seeking a candidate who is open-minded and committed to collaboration, and who will treat all members of staff, our board of directors, volunteers and advocacy partners with dignity and respect.
- Knowledge of communities served and/or the ability to help CCLP build strategic alliances with racially and ethnically diverse organizations is a desirable qualification.

- Strong writing skills, and the ability to build and maintain relationships with people of diverse backgrounds, cultures and perspectives.
- A J.D. from an accredited law school and a license to practice law in Colorado, plus a minimum of three years practicing law or related activity. Alternative qualifications will be considered.
- Experience representing clients seeking public benefits is strongly desired. Alternatively, must demonstrate a strong interest in working on behalf of low-income clients.
- Knowledge and understanding of federal laws and regulations related to SNAP or a related field or, alternatively, a demonstrated ability to acquire knowledge in this field.
- Experience developing and advocating for policy proposals is highly desirable.
- Ability to work independently, take initiative, plan ahead to meet deadlines and seek advice and guidance as appropriate.
- Be organized and exhibit “follow through” on tasks and goals.
- Display a positive attitude, value working collaboratively with colleagues, show concern for people and community, and demonstrate presence, self-confidence, common sense and good listening ability.
- Excellent computer skills, including proficiency in Microsoft Word and comfort with Excel.

### **Compensation**

This is a full-time position. The starting salary for a candidate that meets all qualifications and experience requirements is \$65,000. CCLP offers a competitive benefits package including: paid time off (sick, vacation, holidays), life and disability insurance, 403(b) retirement plan with employer match, health insurance (medical, dental, & vision), flexible spending account, and employee loan program.

### **Applying**

To be considered for this position, please submit a cover letter, resume, and writing sample to CCLP via email to [info@cclponline.org](mailto:info@cclponline.org) and include Public Benefits Legal and Policy Advocate in the subject line. Applicants will be reviewed as they are received and the position will be open until it is filled. No phone calls please.

CCLP encourages candidates with diverse backgrounds to apply.

Colorado Center on Law and Policy is an equal opportunity employer that values workplace diversity. CCLP strives to create an inclusive work place that embraces diverse backgrounds, life experiences and perspectives. CCLP prohibits discrimination on the basis of race, creed, color,

age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other status protected under applicable law.