

Policy Advocate Job Description

Vision - *the outcome we aspire to achieve*

We envision a Colorado where everyone has what they need to succeed.

Mission - *how we work toward our vision, what makes us unique*

To stand with diverse communities across Colorado in the fight against poverty through research, legislation and legal advocacy. Tagline: Standing with diverse communities against poverty

Core Values - *principles that guide our work and how we operate*

Equity: The barriers to success are higher for certain groups due to historical oppression, ongoing discrimination, and an economy that advantages those who have more over those who have less. We advance laws and policies that address those wrongs so everyone can have what they need to succeed.

Integrity: The design and implementation of solutions to social problems requires careful planning and community trust. We are deliberate and ethical in our work to ensure the results are reliable, unbiased, grounded in fact, and driven by our mission to end poverty.

Strategic Advocacy: Creating lasting social change requires successful implementation of effective policy. We use collaboration and research to inform our agenda and legislative and legal expertise, relationships with decision makers, and informed political strategies to advance and implement that agenda.

Collaboration: We are one part of a broader effort to eliminate poverty and ensure everyone has what they need to succeed. We stand with that anti-poverty movement and honor the combined strength that comes from trusted relationships, shared knowledge, and teamwork.

Community Engagement: People burdened by poverty and discrimination know what needs to change. We seek to understand their ideas, honor their priorities, grow their leadership, and increase their access to drive system change.

Summary

Colorado Center on Law and Policy (CCLP) has an immediate opening for a passionate, mission-driven, full-time **Policy Advocate** to join the economic and race equity movement in Colorado.

CCLP is a nonprofit anti-poverty organization located in Denver, Colorado that stands with diverse communities in the fight against poverty to achieve our vision, a Colorado where everyone has what they need to succeed. We use research, coalition-building, legislation, administrative advocacy and legal advocacy to increase access to better health, housing, income and food.



Colorado Center
on Law and Policy

789 Sherman St., Suite 300 Denver, CO 80203

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www.cclponline.org

The **Policy Advocate** position is focused on access to affordable health care and public benefits, and responsible for engaging with community members, state agencies and other stakeholders; analyzing laws and regulations and their impact on low-income populations; designing and assessing policy options.

The **Policy Advocate** will work to maintain and coordinate advancement of CCLP's mission, under supervision. The Policy Advocate is passionate and organizes legislative efforts to advance a collaborative economic and racial equity agenda to improve the lives of Coloradans experiencing poverty. The Policy Advocate will work to maintain the position of CCLP to be a vital and integral part of the economic and racial equity movement in Colorado. The Senior Advocate adheres to, and supports in staff development activities, transition planning across all departments and administrative areas, and maintains organizational efficiency and efficacy.

Essential Duties and Responsibilities

- Maintains and Supports development of skills, knowledge, and independence, fostering teamwork and communication.
- Coordinate and coordinate support for implementation, legislation, and administrative advocacy, and strategically advance a work plan that establishes a scope of work consistent with CCLP's mission and values, utilizing input from the legislative team and coordinated with other CCLP departments.
- Collaborate, coordinate, organize and support with purpose, for clarity and to maintain CCLP's role as a resource for fellow organizations, providing research compilation and data analysis, training and materials that support the policy goals of Coloradans facing poverty by exemplifying the highest level of quality and integrity.
- Organize and coordinate CCLP's policy development, legislative efforts, policy enforcement, and implementation that are made independently or in conjunction with associates, partners, communities, organizations, or other stakeholders while maintaining and coordinating productive relationships with national, state and local organizations, coalitions, and key elected and appointed officials.
- Coordinate closely with CCLP efforts in coalition-building and community outreach, litigation, legislation, communication, and development to maintain consistency in CCLP's approach across areas.
- Support and advance identified goals of CCLP's mission, coordinate and support, organization-wide activities including race equity, development of CCLP's strategic direction, fund-raising activities, all Board of Directors and Executive Leadership Team decisions, and take on other duties as assigned.



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Qualifications and Job Requirements

- Minimum 2 years of relevant/related substantive state policy advocacy experience relevant to CCLP's mission. A J.D. from an accredited law school and license to practice law in Colorado is welcome but not required.
- For applicants with more relevant/related experience, immediate advancement to Senior Policy Advocate will be considered with commensurate salary.
- 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. Must be open-minded and committed to collaboration, treat all members of staff, our board of directors, volunteers and advocacy partners with dignity and respect, and have ability to help CCLP build and maintain relationships and strategic alliances with people of diverse backgrounds, cultures, and perspectives.
- Strong writing, research, and problem-solving skills. The ability to work independently, take initiative, plan to meet deadlines, and seek advice and guidance as appropriate, while continuing to develop and expand knowledge and expertise in areas of health, benefits, and family economic security.
- Demonstrated ability lead project work, the ability to manage multiple issues and projects simultaneously, and the ability to thrive in a fast-paced environment.
- Experience working directly with community members or representing clients preferred, but deep expertise in substantive work relevant to CCLP's mission may be an alternative qualification.
- Familiarity with and understanding of state and federal policy, and a demonstrated ability to acquire knowledge of state and federal laws and regulations. Experience crafting policy and legislation and working directly with lawmakers is valued.
- Strong computer skills, including proficiency in Microsoft Word and comfort in Excel; use of other Microsoft Office programs, Egnyte and Salesforce, is valuable.

Salary and Benefits

Policy Advocate Salary Range: \$45,000 - \$75,000

Additional compensation may be considered for those interested in employing their Spanish language skills for the advancement of the mission and vision of CCLP. CCLP offers a competitive benefit package which includes but is not limited to the following: Paid Holidays; Unlimited Paid



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Leave; Other Paid Leave; Short-Term Disability, Long-Term Disability, and Life Insurance; Employee Loan Solution; Financial Planning and Advisement; access to group Health, Dental and Vision Insurance, Retirement Plan - 403b and Roth options, additional Life Insurance, and more.

To Apply

To be considered for this position, please submit a cover letter, resume, and writing sample to Colorado Center on Law and Policy (CCLP) via email to info@cclponline.org and include **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. CCLP is an equal opportunity employer that values workplace diversity. CCLP strives to create an inclusive workplace 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.



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