



Transparent government | Fair elections | Thriving communities

POLICY MANAGER

Reports to: Executive Director

Category: Regular, Full-Time, Exempt

Salary: \$52,000 – \$55,000 with benefits including 3% IRA match (after six months), fully funded health insurance including dental and vision (employee only).

ABOUT ESPC

ESPC is a broad-based coalition of social justice, conservation, and labor groups working to improve the lives of all Wyoming's people through transparent government, fair elections, and thriving communities. We advance our mission by advocating at all levels of government, increasing civic engagement both inside and outside of governmental processes, and holding our elected officials accountable to the decisions they make across Wyoming.

ABOUT THE POSITION

The Policy Manger is responsible for collaborating with a wide range of external partners and consultants to engage the community with the organization's mission, vision, and programs. Projects range from long-term strategy and planning to management of coalition partners. This role will also be responsible for managing Healthy Wyoming, a broad-based coalition that is dedicated to expanding Medicaid in Wyoming. This position demands an experienced professional with both strategic thinking and high attention to detail, impeccable communication skills, excellent ability to multi-task, and dedication to the team.

CORE RESPONSIBILITIES

Healthy Wyoming Manager - 50% of time

- **Manage strategy and planning for the Healthy Wyoming Coalition**
- **Coordination and implementation of strategic planning efforts to streamline the coalition**
- **Coordination of grassroots and coalition efforts related to the Healthy Wyoming coalition, including managing grants, consultants, coalition events and media partners**
- **Manage Healthy Wyoming budget and report regularly to Executive Director**
- **Represent Healthy Wyoming at public events, legislative committee meetings, and grassroots events as needed**
- **Work with partners to perform Story Collection efforts related to Medicaid expansion**

The Equality State Policy is a 501(c)(3) non-partisan nonprofit Wyoming organization. Tax ID: 83-0305144

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Civic Engagement and Program Management – 50% of time

- **Manage strategy and planning for all civic engagement and ESPC programming**
- **Coordination and implementation of civic engagement programming and outreach; including, but not limited to, People’s Review LIVE! and SHAPE Wyoming**
- **Coordination of grassroots and coalition efforts related to the Wyoming Coalition for a Healthy Retirement and Pillar Coalition engagement**
- **Manage external communications for ESPC including updating website, preparing press releases, and drafting monthly newsletter while ensuring accurate, relevant, and timely information**
- **Create content for social media platforms and monitor comments for those accounts in conjunction with the Administrative Assistant**
- **Represent ESPC at public events, legislative committee meetings, and grassroots events as needed**
- **Work with volunteers, member groups, supporters, and the general public to advance ESPC’s mission by providing tools for engagement, events, information and other support.**
- **Seeks opportunities to advance ESPC’s Justice, Equity, Diversity, and Inclusion initiatives through new partnerships and engagement strategies.**

REQUIREMENTS

- Bachelor’s Degree in political science, communications, public administration, public policy or similar field; Master’s Degree preferred
- Valid drivers’ license
- Competency in Office Suite (Word, Excel, PowerPoint, One Drive, etc.)
- Impeccable written and verbal communication skills

PREFERRED SKILLS

- G-Suite (Google email and data storage)
- Basic social media skills
- Word Press