



## ESPC Job Announcement

### Policy Director

\$65,500 - \$71,500 – Full-time/Remote

#### *Summary:*

The Equality State Policy Center is a non-partisan, non-profit organization that advocates for fair elections, transparent government, and thriving communities in Wyoming. One of its primary goals is to get more Wyomingites to participate in the democratic process especially historically marginalized and under-represented communities. ESPC is a coalition of labor, social justice, and conservation organizations looking to improve the lives of all those who call Wyoming home.

#### *Policy Director:*

ESPC is expanding our team to include a policy director who will help shape ESPC's policy focus and strategies to support fair elections, transparent government, and thriving communities in Wyoming. Under the direction of the executive director, the policy director will lead the development, execution and evaluation of ESPC's policy agenda. The position will require advocating for ESPC in Cheyenne and around the state; preparing policy proposals and memos; and communicating ESPC positions clearly with lawmakers and stakeholders. The policy director will also participate in ESPC board and committee meetings and other events as required.

#### *Responsibilities:*

- Under direction from the executive director, design and implement a strategic legislative and policy agenda that furthers ESPC's mission
- Attend the Legislative Session in Cheyenne and any interim committee meetings as necessary; preparation and delivery of public testimony is required
- Track, analyze, draft and amend legislation
- Engage with Wyoming lawmakers and stakeholders to educate on ESPC priorities
- Evaluate and analyze legislative success and adapt to findings
- Develop policy -related updates relevant to ESPC to share through newsletters, social media, and the website
- Collaborate with staff to distribute calls to action as deemed necessary



- Assist in voter education efforts as they relate to civic engagement
- Represent ESPC at community events
- Supervise relevant staff

*Minimum qualifications:*

- Thorough understanding of legislative process and governmental affairs
- Valid driver's license and reliable transportation; ability to travel frequently
- Bachelor's degree in a relevant field
- Computer literacy and skills; willingness to learn new software
- Ability to work independently, as a member of the team, and as a team lead

*Bonus qualifications:*

- Secondary degree in public policy, public administration, communications or similar
- Familiarity with Wyoming legislative structure at local, state, and federal levels
- Experience with NGP/VAN.
- Strong coaching skills and ability to train others.

*Travel:*

- This position requires considerable travel, and the policy director will be reimbursed for travel at the national mileage rate and per diem as determined. The policy director will be responsible for ensuring access to reliable transportation for the duration of the position.

*Salary and Benefits:*

- The annual salary range is \$65,500 - 71,500.
- Benefits include - health, vision, dental insurance (for the individual only), and retirement (after six months of employment).
- Unlimited PTO and Sick Leave

*To apply:*

- Send pdf copies of your resume and a one -page cover letter to Jenn Lowe at [jlowe@equalitystate.org](mailto:jlowe@equalitystate.org) . Include *Policy Director* in the subject line. Complete applications will be considered on a rolling basis until a hire is made. The first review of applications will take place on March 28, 2023

*Equality State Policy Center is an Equal Opportunity Employer; women, people of color, LGBTQ, returning citizens, and immigrants are strongly encouraged to apply.*