



Job Description – Public Policy Associate American Civil Liberties Union of Virginia

The American Civil Liberties Union of Virginia seeks a dynamic individual to join its team and help expand its statewide presence and accomplishments as the premier advocacy organization for civil liberties and civil rights in the Commonwealth. The Public Policy Associate will advance civil liberties and our civil rights agenda through the local legislature and serve as a fundamental source of support and execution in the emerging Advocacy Department.

Job Title: Public Policy Associate

Date: April 1, 2018

Office Team: Advocacy

Exempt/Nonexempt: Non-Exempt

Job Reports To: Director of Advocacy

Job Summary: The Public Policy Associate is primarily responsible for state legislative and executive branch advocacy but also engages with administrative agencies, and federal and local government officials. The Associate builds and maintains relationships with policy makers and influencers in Virginia from across the political spectrum and represents the ACLU of Virginia (ACLU-VA) in coalitions that we lead and in which we participate. The Policy Associate is the key liaison between the ACLU-VA and the state legislature both in and out of session. The Policy Associate helps develop and implement multi-year integrated advocacy plans that will affect change through legislation, public education, member engagement, and a variety of other tactics and strategies. Based in Richmond, the Public Policy Associate reports to the Director of Advocacy and works closely with other members of the ACLU-VA's growing staff in implementing our action plan and achieving our strategic goals.

Major Responsibilities/Activities:

Development & Execution

- Collaborate with the Advocacy Director to design and execute a strategic and action focused multi-year lobbying effort that maps out key legislators in Virginia and builds a diverse and incredibly effective coalition of individuals and groups capable of influencing meaningful change through the legislature.
- Assist in the development and implementation of the ACLU of Virginia's legislative agenda utilizing appropriate strategies and tactics; lobby members of the legislature, their staff and the Governor's office, analyze and track legislation, and prepare and deliver both written and oral testimony.
- Conduct policy research and if needed draft legislation, working closely with lawyers on staff as appropriate.

Relationship & Coalition Building

- Build trusted and effective working relationships with Virginia legislators, agency decision-makers, staff, the Governor's office, lobbyists and other stakeholders by providing clear, fact-based analysis and resources; identify opportunities for bipartisan support on ACLU issues.
- Participate in legislative interim activity, attend legislative hearings and participate in policy-related workgroups, coalitions and meetings.
- Help develop strategies and work in partnership with allied organizations, individuals and diverse coalitions.
- Attend various ACLU functions and handle other projects, as assigned.
- Strategically plan, recruit, and train lay leaders and other volunteers to speak about the ACLU of Virginia's integrated advocacy agenda, and on behalf of our campaigns and key policy issues before community groups and in schools/universities.

Minimum Requirements:

- 1-2 years of experience lobbying or assisting in advocacy work in a local or federal legislature.

- Demonstrated commitment to civil liberties and the mission of the ACLU.
- Working knowledge and understanding of civil liberties issues and advocacy strategies.
- Professional experience in public policy advocacy, electoral organizing, legislative organizing, coalition building, civil liberties law or related field.
- Demonstrated skill and comfort in building and maintaining coalitions with diverse partners and constituencies from both sides.
- Experience with and comfort using online media and tools, including social media.
- Strong organizational skills and attention to detail.
- Willingness to travel and work a flexible schedule (including weekends, evenings, and overtime, as needed).
- Facility with Microsoft Office suite.
- A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance, and able to work with diverse individuals within the organization and broader community.
- B.A. degree or equivalent experience.

Essential Skills and Abilities

- Strong executing personality and ability to influence others. Able to translate strategy into actionable plans with strict timelines and real outcomes.
- Excellent communication skills – both oral and written, prepared and extemporaneous.
- Ability to work independently with minimal supervision to accomplish established organizational goals and objectives.
- Ability to manage multiple projects and priorities.
- Commitment to the highest ethical standards of lobbying and professionalism.
- Ability to work long hours during legislative session and commute to meetings and events throughout the state, as needed.

Desirable Attributes and Experience

- Experience working with or implementing integrated advocacy programs.
- Deliberate and thoughtful regarding political strategic planning and the ability to build respectful relationships across the political spectrum.
- Substantive knowledge and understanding of constitutional law, civil rights, and civil liberties issues, including criminal justice issues.
- Experience with legislative and government relations in Virginia.
- Experience serving as a spokesperson for campaigns or organizations.
- Experience recruiting and supervising volunteers and interns.
- Fluency in Spanish.

Equipment Used

- Computer, mobile phone, telephone, copier, fax

***Disclaimer:** Nothing in this job description restricts the Executive Director's right to assign other duties or responsibilities to this job at any time.*

The ACLU of Virginia is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU of Virginia encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, and veteran status. Persons with disabilities may request accommodations.