

Policy Coordinator

About IGNITE

IGNITE is a movement of young women who are ready and eager to become the next generation of political leaders. We offer civic education, exposure to elected women, hands on training and work opportunities, and a peer network of women who support each other's aspirations. We are a national, non-partisan 501c3.

IGNITE Structure

IGNITE has a national office that is responsible for:

- Developing and codifying IGNITE programs, packaging them and making them digitally available.
- Developing a national communications calendar (including social media) and managing all communications.
- Developing national partnerships.
- Working in partnership with staff to prepare individual, foundation and corporate proposals.
- Working in partnership with staff to raise individual contributions from supporters across the US.
- Securing corporate sponsorships to support national-scale work.
- Developing annual budgets and managing all agency resources.

IGNITE staff are located across the country and work cross-functionally on regional and content-area teams. While this position reports to the Policy Manager, they will need to maintain positive, collaborative relationships with staff in other parts of the country and be comfortable collaborating virtually.

About the Opportunity:

The Policy Coordinator will support IGNITE's policy and legislative efforts on Capitol Hill and in state capitols. The Coordinator will report to the Policy Manager and will be expected to attend weekly meetings and independently manage responsibilities and individual projects in tandem with other staff. The Coordinator will also work closely with the programs team, college chapters, and/or community councils to collaborate on policy advocacy in states and related to localized and community programming. Finally, the Coordinator will help to maintain political and external relationships related to the mission of IGNITE, and may be asked to represent the organization in external-facing opportunities.

Under the supervision and direction of the Policy Manager, the Policy Coordinator is responsible for:

- Collaborating with community groups and organizations to mobilize our young women to advocate for issues that matter to them at the state and local level.
- Assisting in the planning and execution of IGNITE's legislative bootcamp and internship programs.
- Assisting in organizing and planning IGNITE the Capitol events in Washington, DC, Georgia and Ohio in Spring and Summer 2022.
- Creating materials to share with IGNITE women regarding legislative and policy priorities for use in their policy efforts.
- Supporting Fellows on the Policy Track by facilitating trainings and providing mentorship regarding advocacy and legislation efforts.
- Staying well informed about IGNITE's key policy issues and performing research duties, as directed.
- Maintaining and updating IGNITE's programs database with key metrics and outcomes as they relate to the policy program.
- Attending and actively participating in weekly team meetings, as well as regularly scheduled meetings with other departments and state chapters, as needed.
- Taking on other duties, as assigned.

This is a part-time, temporary, remote position. The position will run from September 2021 - June 2022. Some travel will be required once it is safe to do so.

Qualifications:

- Passion for and commitment to the mission of IGNITE;
- An affinity for working with a culturally and politically diverse community and experience building mutually beneficial relationships with diverse constituents;
- Bachelor's degree or equivalent experience preferred, degree in public policy, political science, nonprofit management, education or related field a plus;
- 2+ years of policy experience;
- Proven ability to independently manage multiple priorities in a fast-paced and deadline-driven environment;
- Interest in policy and/or legislation;
- Strong communication, administration, organization, coordination and analytical skills essential;
- Ability to build and sustain mutually beneficial relationships with multiple, diverse constituents;
- Excellent verbal, interpersonal and written communication skills;
- Computer literate, fully proficient with MS Office suite, Slack, and/or Google Suite; above average knowledge and proficiency with social media applications (Facebook, Twitter, Instagram) a plus;
- Commitment to building and fostering a diverse, inclusive, and collegial workplace; multicultural competence and ability to work across lines of difference;
- Experience working on remote teams, ideally in a geographically dispersed context with a high standard of excellence and accountability.

This role requires a high level of maturity, enthusiasm for engaging with supporters, willingness to collaborate, and a "can do" attitude. Qualified applicants who are 25 years old (Gen-Z) and younger are highly encouraged to apply.

Pay Rate: \$18.00/hour for approximately 15 hours per week

To apply, please email a statement of interest and a resume to Amanda Conlee, Chief Operations Officer, at amanda@ignitenational.org.

IGNITE is committed to making reasonable accommodations for all employees. Anyone with disability related barriers is encouraged to apply.

IGNITE is an equal opportunity employer fully committed to creating an environment and team that represents a variety of backgrounds, perspectives, styles, and experiences. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.