

	<b>Policy Fellow</b>
<b>Supervisor</b>	Varies depending upon placement; additional support from Lobby School Mentor
<b>Exempt/Non-Exempt</b>	Non-exempt
<b>Salary</b>	\$52,000/yr - 36 hour work week minimum

### Job purpose

**Participate** in the Lobby School program, growing skills in policy, communications, and legislative advocacy

**Develop** a legislative plan in partnership with the host organization to advance the mission and goals with the Nebraska Legislature or other relevant policymaking bodies

**Integrate** grassroots strategies into legislative plans developed during Lobby School and in partnership with the host organization to center and empower the voices of those impacted

### Key Accountabilities

#### Policy

- Research and propose policy solutions in support of the host organization's mission and constituencies served
- Provide and/or develop communications strategies and create relevant resources regarding policy opportunities
- Engage stakeholders in policy work for the host organization, including generating volunteering and grassroots opportunities for community members to build power and support for policy solutions

#### Lobbying

- Create and execute plans to advance organizational and any relevant coalition policy agenda items at the Nebraska Legislature
- Conduct policy maker education and outreach on behalf of the host organization and any specific proactive or defensive bills or issue areas, including through testimony at hearings
- Comply with all state and federal grassroots and direct lobbying laws
- Participate in Lobby School and support cohort members as the opportunity arises

### Leadership Competencies

- Build collaborative relationships
- Take initiative
- Center community needs and voices
- Clear & transparent communication
- Learning agility
- Decision making
- Work autonomously

## **Qualifications**

- Familiarity with and enthusiasm for advocacy, policy, and/or nonprofits in Nebraska
- Strong written & verbal communication skills
- Basic computer skills and familiarity with Google Suite
- Good project management skills and attention to detail
- Commitment to anti-racism, racial equity, and inclusion; commitment to building power to transform the lives of everyday people, especially those who experience oppression

## **Working conditions**

Office environment

Remote work environment

Some nights and weekends may be required

Some travel may be required

## **Physical requirements**

May spend some long days at the Capitol during legislative session. If not located in Lincoln, regular access to transportation to the Capitol during legislative session is needed.

## **Direct reports**

None

## **Additional information:**

**Pay Range/Benefits:** This is a full-time, salaried position. The Nebraska Table operates on a 36-hr minimum work week. There will be certain times during the year where this position will have to work more than 36 hours. This position may be required to work some night and weekend hours but will retain the utmost flexibility in determining their schedule to respond to legislative responsibilities and recuperate accordingly.

The Nebraska Table provides a full benefits package including 94-97% coverage of health, dental, and vision insurance premiums for full time staff and their dependents, life insurance, long and short term disability, AD&D, and a yearly retirement stipend of \$1000 for Policy Fellows. The Table provides flexible paid time off to all full time staff, who are able to use PTO as needed for any reason - sickness, vacation time, etc.

**Applications will be accepted until May 13.** Interviews will be conducted on a rolling basis. The expected start date of the position is Monday, June 10. To apply, please send a resume, cover letter, and two references who can speak to your experience and qualifications to [applications@nebraskatable.org](mailto:applications@nebraskatable.org). In the subject line please put "Policy Fellow Application". No phone calls.