Planning & Policy Development Specialist

*General Summary*:

This position will directly support and report to the Public Policy Director by keeping abreast of legislative policies and budget items that directly impact the mission of GCDD. Additional areas of responsibility include producing the legislative newsletter, event planning, and research that supports policy and project development. This position requires some in state travel, occasional out-of-state travel and occasional weekend or evening meetings.

*Job Focus:*

The focus of this position is working with and through others, building and maintaining relationships and working closely and accurately within established guidelines. The ability to interact comfortably with all kinds of people is important. The person in this position must be friendly and genuinely interested in the GCDD mission and the needs of others. Detail work is a major focus of the job and those details need to be handled quickly, correctly and efficiently.

*Qualifications:*

Completion of a Bachelor’s degree in public policy, public administration, psychology, social work or closely related field OR two years’ experience working in public policy and advocacy. Strong computer skills with the ability to learn new software and systems.

Because this position requires an intense level of social interaction, exemplary communication skills are a must. Above average ability to research and extrapolate information that in turn is used to write clear and concise articles, action alerts, reports, position papers and white papers. Verbal communication that is clear, concise and respectful while being cheerful and friendly. Asking questions and having a natural curiosity and desire to learn about the work we do is desired.

The ideal candidate will be altruistic, detailed oriented, have the ability to flex between shifting priorities and tasks, must be responsive and courteous and have the ability to work under tight deadlines.

SUPPORTING NOTES

Primary Task:

1. During legislative session (Jan – Mar/Apr)
	1. Public Policy – What’s happening that needs reporting?
		1. Follow budget process – Governor’s office > House and Senate keep up with the budget document
		2. Track bills – Capitol Impact
		3. Identify areas that require attention
		4. Present and Report relevant items in newsletter
		5. Gather support and resources for action, cull thru info to identify what’s relevant & what requires next steps
		6. Action
	2. Capitol Presence (2 days a week)
		1. Attending sessions & committee hearings (reporting and feedback)
		2. Prep and coordinate visitors to the Capitol
	3. Advocacy days (5+ per year)
		1. Need a check list
	4. Bi-monthly newsletter (2 days to write) ownership/first draft
2. Out of legislative session
	1. Write – researcher/edit, write the stories, formal style reports and informal writing
	2. Action Alerts
	3. Story gathering
	4. TYLTWD (take your legislator to work day)
3. Other
	1. Contract management
	2. Event planning
	3. Administrative support to Policy Director

Level 2 Development

1. Listen to people’s story and respond with compassion and action
2. Identify opportunities
3. Initiating self-directed writing projects
4. Expand capital presence
5. Own a legislative issue (reach & write a paper with action items)

Behaviors:

1. Altruistic
2. Empathy and sympathy for others
3. Detailed oriented and focused
4. Ability to flex between changing priorities and tasks
5. Responsive and courteous
6. Must be able to meet deadlines

Skills:

1. Proficient in Excel, Word and Power Point (develop a skills test) Publisher is a plus
2. Comfortable with technology and ability to learn new software
3. Superior written and verbal communication skills
4. Exceptional grammar
5. Researching skills
6. Creating detailed plans for meetings and events
7. Ability to create processes

Education/Experience

1. Knowledge of public policy
2. Knowledge of database and legislative systems plus
3. Some travel and weekend, late night meetings