



Job Posting: Policy Manager

About Family Forward:

We are working to build political and economic power with and for mothers and caregivers, building structures that create support caregiving.

We believe that caring for our children, our parents, and other loved ones is fundamental to our society, and our economy – and the lack of value for the work of caring for others is one of the root causes of large-scale gender and racial inequities.

We work for systemic change by 1) organizing mothers and caregivers into a movement to fight for a more equitable system, 2) shifting cultural attitudes about women, work and care; 3) advocating for bold public policies like paid sick days, paid family and medical leave, a higher minimum wage, equal pay for equal work, and affordable childcare.

About this Role:

The Policy Manager will always use a race and gender justice framework to build equitable and effective policy. They will work directly with and seek input from the impacted women and caregivers we organize and be part of building a transformational approach to the work.

The Policy Manager will be responsible for managing policy research and development at Family Forward, as well as representing the organization on policy matters in a number of coalitions, networks, with various elected leaders and their staff, with government agencies, and with organizational allies and partners.

The Policy Manager will also play a critical role in helping keep the government affairs team, as well as the full staff and volunteer Action Teams, updated on the latest policy developments during the busy legislative session.

The Policy Manager will be accountable to the Political Director and will work closely with the government affairs team and Communications Director.

Family Forward is a feminist organization committed to racial and gender justice. It is critical that the Policy Manager understands and is able to communicate about systems of oppression. If you are looking for an opportunity to impact the lives of mothers and caregivers and have policy and political experience, we are eager to meet you.

Essential Duties and Responsibilities:

- Support implementation of the Paid Family & Medical Leave Program — including planning and leading workgroup and coalition meeting preparation, lobbying legislators and agency and executive staff on organizational priorities for implementation.
- Develop, analyze and critique state and local paid leave and worker rights policies as they relate to mothers and caregivers, support lobby efforts of partner organizations with the guidance of the Political Director.
- Coordinate with contract lobbyists to inform policymakers of the organization's position on policy proposals and priority legislation.
- Work with Organizing and Communications Teams as needed to support their work with volunteers, press or partners.
- Coordinate and conduct briefings for Family Forward members and allies.
- Develop trust and maintain relationships with decision-makers, coalition and organizational partners, community-based organizations, and other key stakeholders.
- Support Political Director in collaborating across Family Forward teams and coalitions on issues such as paid family and medical leave implementation, paid leave expansion, mental health care expansion, worker rights, and more.
- Assist the Political Director and relevant staff with events, especially policy and grassroots lobbying events.
- Write policy briefs, testimony, reports as needed.
- Support other organizational work, as needed.

Skills and Attributes:

We are looking for someone who:

- Is values-driven and has a strong, demonstrable, commitment to feminism, racial justice and economic justice.
- Works well independently but also enjoys being a part of a small, dynamic, productive team.
- Has the ability to organize, expedite and manage multiple complex projects simultaneously and the discipline to manage their own deadlines.
- Takes initiative and has strong problem-solving skills, but also knows when to ask for help.
- Has a strong understanding or willingness to engage in deep movement building, alongside achieving policy and political wins.
- Can partner with a range of audiences, including such overlapping but different groups as low-wage workers, Black, Indigenous and women of color, mothers, family caregivers, policy-makers, coalition partners, etc.
- Has a strong aptitude for policy research, development and lobbying.
- Has a working understanding of the Oregon state legislative process and some background in policy, advocacy or lobbying.
- Has excellent writing and public speaking skills.
- Bonus: Bilingual-Bicultural Spanish/English skills and background or understanding in national policy and politics.

Wages and Benefits:

This is a full-time position. The salary range is \$60,000-\$70,000 for a full-time equivalent.

Family Forward offers an excellent benefits package to employees including generous PTO, full employee health and dental insurance, access to a retirement savings plan, along with schedule flexibility.

To Apply:

Black, Indigenous and people of color, people with disabilities, people of diverse sexual orientations, gender expressions and identities are encouraged to apply.

We are focused on building a diverse and inclusive workforce. If you're excited about this position but do not meet 100% of the qualifications listed above, we encourage you to apply.

Please submit 1) your resume, and 2) a cover letter to Sharon Bernstein at sharon@familyforward.org with "Policy Manager" in the subject line.

We will begin reviewing applications and making invitations to interview on 12/17/20.

Family Forward Action is in an Equal Opportunity Employer. We do not discriminate on the basis of race, creed, color, national origin, sex, age, sexual orientation or disability.