



## **Public Policy and Communications Specialist**

Alliance is a non-profit, statewide association of agencies serving Coloradans with intellectual and developmental disabilities. We are distinguished by our leadership and advocacy on behalf of member organizations and the individuals and families they serve. Alliance's efforts in the areas of public policy, state legislation, developmental disability initiatives, and demonstration of best practices have positioned us as the premier resource for Colorado's community-centered system of services for people with intellectual and developmental disabilities. Learn more at [www.alliancecolorado.org](http://www.alliancecolorado.org).

Our small team of energetic, seasoned professionals have over three decades of combined experience in state and federal policymaking, stakeholder collaboration, and the legislative process. Our small, non-profit environment allows you to gain experience in a wide range of skills while making a positive impact on the lives of people with disabilities and enjoying a flexible work schedule.

The Public Policy and Communications Specialist provides leadership, analysis, monitoring, education, and follow-up for Alliance on public policy issues. This position will also assist in stakeholder outreach, social media content, administrative support, and the management of Alliance committees as assigned.

**Location:** Denver, Colorado

**Supervision:** This position reports to the Executive Director.

### **Job Duties:**

- Assist in research and data collection
- Develop/assist with development of educational information for various audiences, including:
  - Weekly member e-newsletter
  - Periodic public e-newsletters
  - Social media content
  - Website content
  - Letters, statements, fact sheets, infographics, and testimony
  - Reports on research projects and data collection efforts
- Attend and report on stakeholder meetings and relevant legislative hearings
- Assist with answering member questions on a wide variety of issue areas
- Facilitate and support Alliance committees as assigned, including scheduling, managing remote meeting technology, and note-taking
- Lead specific policy areas as assigned
- Work with Alliance staff to identify and act on priority issues
- Present information to various audiences, including the use of presentation software
- Positively support Alliance's relationships with members, state and federal officials, community stakeholders, and corporate partners
- Assist with planning programs and events, including Awareness Day and the Alliance Summit
- Maintain Alliance website and member portal content as assigned



- Other duties as assigned

**Required Qualifications:**

- Bachelor's degree or above
- Strong organization, writing, and verbal communication skills
- Knowledge of Microsoft Office Suite programs (especially Outlook and Word)
- Ability to think and problem-solve independently
- Ability to handle multiple priorities and deadlines

**Preferred Qualifications:**

- 3-5 years of experience in coordinating public policy efforts including policy analysis, working and communicating with elected and appointed officials, and stakeholders
- Knowledge of database systems and Microsoft Excel
- Understanding of Medicaid and Developmental Disabilities Policy

**Work Environment:**

- Ability to work in a variety of home, office, and conference settings
- Dynamic and cooperative team environment
- Some travel required
- Opportunity to attend relevant conferences and trainings
- Flexible work schedule with remote work opportunities
- Office snacks
- Medical, Dental, Vision, Short-Term Disability, and Life coverage
- Paid parking
- Dog-friendly office
- Opportunities for professional growth

**Salary Range:** Alliance offers competitive compensation based on education and experience. We have established the following salary range for this position: \$45,000-\$55,000.

**Application Process:** Please submit a cover letter and resume to [info@alliancecolorado.org](mailto:info@alliancecolorado.org) by December 31<sup>st</sup>. We are anticipating hiring someone for this position in January of 2021. Feel free to reach out to [info@alliancecolorado.org](mailto:info@alliancecolorado.org) with any questions.

11/10/20