

# THRIVE ALLEN COUNTY

<b>Job title</b>	<i>Policy Coordinator</i>
<b>Reports to</b>	<i>Thrive Kansas Assistant Director</i>

## Job purpose

This position will coordinate Thrive Kansas and Thrive Allen County's public policy work, with primary responsibility for: visioning, planning, implementing, and evaluating a policy agenda; budgeting; contract and grant reporting; coordinating with staff and stakeholders; and representing Thrive Allen County and Thrive Kansas in local and state policy arenas. Periodic overnight travel will be required.

## Duties and responsibilities

- 1) Design and implement organizations' public policy program, including but not limited to:
  - (a) researching, analyzing, and monitoring public policy issues affecting rural communities throughout Kansas;
  - (b) formulating policy agenda through coordinated discussion and input from Thrive staff, board, community members, and key stakeholders;
  - (c) building alliances to promote policy collaborations across issues, such as childcare, poverty, food access, transportation, and Medicaid Expansion;
  - (d) providing education and technical assistance to policymakers;
  - (e) leading organizations' participation in local and statewide policy efforts;
  - (f) maintaining strong relationships with organizations' diverse member programs from around the state through meetings, networking, training, technical assistance, and dissemination of public policy information;
  - (g) facilitating stakeholder participation in public policy work
- 2) Track legislative initiatives, read, and provide comments on legislative drafts, provide testimony during the legislative session, and meet with key policymakers both local and statewide throughout the year.
- 3) Provide training and technical assistance on public policy topics.
- 4) Represent organizations on task forces, workgroups, and committees as needed.
- 5) Collaborate with Thrive team on grassroots advocacy efforts and stakeholder outreach.
- 6) Perform all work in a culturally responsive manner consistent with Thrive Kansas and Thrive Allen County's mission and vision.

## Other Responsibilities

- Prepare and submit reports for policy program.
- Attend local, regional, and state outreach and advocacy events.
- Ensure that all policy and strategic initiatives communications, requests, and questions are addressed in a timely manner.

- Provide content updates for publications, social media, etc.
- Other projects and duties as assigned.

#### Qualifications

- 1) Excellent oral and written communication skills.
- 2) Experience promoting access for and involvement of historically marginalized groups, such as communities of color, LGBTQ+, and economically disadvantaged communities.
- 3) Understanding of advocacy with a working knowledge of laws, trends, initiatives, and challenges for the field.
- 4) Demonstrated competence with program coordination, including but not limited to: designing and presenting training; public speaking; facilitation; team leadership and collaboration; detailed program planning and timely implementation; event organizing; and developing and editing written materials.
- 5) Ability to mediate differences of philosophy and opinion.
- 6) Willingness to travel periodically to events throughout the state.

#### Preferred Qualifications

- 1) Working knowledge of key state and federal policy issues impacting rural communities.
- 2) Experience working with rural communities.
- 3) Existing relationships with Kansas legislators and key stakeholders.
- 4) Experience leading grassroots efforts.
- 5) Bachelor's degree in related field preferred, or equivalent experience.

#### More Information

- Thrive is an EOE
- Compensation and Benefits: \$21.16/hr. Hourly position with medical, dental, and vision benefits and 100% of premiums paid by employer; IRA with 3% employer match; 120 hours of paid vacation a year; and 10 paid holidays
- Thrive places a high priority on team players and community-minded individuals
- Must be a Kansas resident within 90 days of hire, preference given to individuals willing to be or already an Allen County resident.

To apply send your resume and cover letter to [jobs@thriveallencounty.org](mailto:jobs@thriveallencounty.org)