



Job Opportunity: Policy & Advocacy Analyst

College & Community Fellowship

Job Title: Policy & Advocacy Analyst

Employment Classification: Non-exempt

Work Hours: Flexible 9-5, Monday-Friday with occasional nights and weekends

Location: CCF has a New York office in Morningside Heights but there is some flexibility for qualified applicants in the Washington, DC area to work remotely; periodic travel between New York City and DC is required

Reports to: Director of Policy & Advocacy

Supervises: No supervisory reports

About College & Community Fellowship

College & Community Fellowship (CCF) is a non-profit organization whose mission is to enable women with criminal convictions to earn their college degrees so that they, their families, and their communities can thrive. We advocate for equity and opportunity for the communities we serve.

Job Summary

The Policy & Advocacy Analyst will assist CCF in carrying out a strategy designed to expand the number of CCF program participants and the number of supporters engaged in our national UHE campaign through policy analysis, research, writing and mobilization. This position focuses on CCF's work in the #UnlockHigherEd (UHE) Coalition, a national partnership that CCF co-leads with New Orleans-based Operation Restoration (OR). UHE Coalition's goal is to pass bundled legislation increasing access to higher education opportunities for currently and formerly incarcerated people. Legislative priorities include restoring Pell grant eligibility to incarcerated students (REAL Act); banning criminal history screenings on college applications; providing quality control, oversight, and standardization for Federal Bureau of Prisons educational programs (PREP Act); and removing the drug conviction question from the federal financial student aid application (FAFSA). This campaign moves quickly and involves dozens of stakeholders in philanthropy, advocacy, nonprofit, and government, and includes formerly incarcerated people unaffiliated with institutions in its advocacy.

Duties and Responsibilities:

- Prepare and disseminate policy advocacy documents including fact sheets, memoranda, action alerts and outreach materials related to UHE.
- Provide on-site support to the Director of Policy & Advocacy, including but not limited to attending coalition meetings and legislative visits in DC.

- Conduct research and analysis on our core policy issues and emerging issues that intersect with CCF's mission.
- Track everything on Capitol Hill pertaining to our core policy issues including media, hearings, committee meetings, and lobby days, and schedule the corresponding events for CCF.
- Maintain databases specific to partner organizations, elected officials, and relevant legislation.
- Coordinate with Community Organizer to recruit, organize and mobilize CCF students and community members to participate in the UHE coalition.
- Coordinate with Associate Director of Communications on materials for public consumption related to UHE.
- Collaborate with entire team to promulgate new policy initiatives and corresponding federal campaigns.
- Potential to work on New York State and New York City initiatives as needed.
- Assist with other administrative or clerical tasks as needed.
- Other duties as assigned.

Core Competencies/Qualifications:

- Excellent writing and research skills.
- Ability to work and write under deadline.
- Ability to project manage.
- Demonstrated ability to work alone and as part of a team.
- Previous work on issue-based, candidate campaigns or in a federal legislative office is highly desirable but not required.
- Ties to Capitol Hill are highly desirable, but not required.

Salary: Commensurate with qualifications and experience. Excellent benefit package.

CCF is an EEO employer. Persons with criminal justice histories are encouraged to apply.

To apply: Email jobs@collegeandcommunity.org with this job title and your last name in the subject line. Please include a cover letter, resume and writing sample (less than 5 pages).