



Center for Public
Representation

**CENTER FOR PUBLIC REPRESENTATION
PUBLIC POLICY ASSOCIATE
Washington, D.C.**

The Center for Public Representation is a national advocacy organization that uses legal strategies, advocacy, and policy to advance the civil rights of people with disabilities. Through systemic advocacy over the past four decades, the Center has been a major force in ensuring that people with disabilities across the country have opportunities to live, work, learn and fully participate in all aspects of community life and have access to the healthcare and other services that make those opportunities possible. Learn more about the Center and its work and priorities at www.centerforpublicrep.org and www.protectourmedicaid.org.

The Center is seeking a public policy associate in its Washington, D.C. office. With the creation of its D.C. office in 2016, the Center has taken a leadership role in the disability community's advocacy related to critical issues like Medicaid, the Affordable Care Act and access to healthcare; community integration; employment of people with disabilities; and inclusive education. The Center engages in federal policy advocacy with Congress and federal agencies and by working with state grassroots advocates to impact and implement federal policies in states. The Center participates and plays a leadership role in numerous coalitions with other disability, healthcare, civil rights and social justice advocates. The Center is seeking a public policy associate to continue to build, expand and help lead the D.C. office's public policy work.

Major Job Responsibilities

- Help design and lead public policy initiatives
- Identify public policy strategies and priorities, together with the Director of Advocacy and Executive Director
- Participate in and lead meetings with members of Congress and help plan Congressional briefings
- Participate in and help lead coalition meetings and meetings with advocacy partners
- Draft public policy documents
- Help lead grassroots advocacy initiatives
- Assist with policy-related communications, including updating content of websites, posting on social media, and working with other media
- Assist development staff with policy-related grant proposals and reports, as needed

Required Job Qualifications

- Completion of a bachelor's degree and at least two years' experience in any of the following areas: disability advocacy, healthcare policy, social justice advocacy, Hill experience, and/or disability or civil rights law
- Demonstrated commitment to people with disabilities and/or social justice
- Ability to work independently and as a team player
- Ability to take initiative, manage multiple tasks and projects, and work in fast-paced environment
- Excellent writing and communication skills
- Working knowledge of Word, Excel, and PowerPoint
- Creative, with an entrepreneurial spirit
- Some travel required

Preferred Job Qualifications

- Knowledge about Medicaid, policies regarding home and community-based services, disability employment policy, and/or the Americans with Disabilities Act strongly preferred
- Relationships with other national disability, healthcare and civil rights organizations
- Experience leading or working in coalitions
- Hill experience
- Experience with public speaking
- Experience with grassroots engagement
- Communications experience, including working on websites and with social media, strongly preferred
- Law degree or other relevant advanced degree not required but a plus
- Experience with writing grants and/or fundraising

Compensation and Benefits

The Center offers a highly competitive salary, based on experience. It offers a benefit package that includes health benefits; 403(b) retirement plan; generous paid vacation, sick and family leave; and an onsite gym. The Center has a strong commitment to mentoring and offering training opportunities to its staff.

How to Apply

Please send a cover letter, resume, two writing samples, and three professional references to Alison Barkoff, Director of Advocacy, at abarkoff@cpr-us.org, with "Application for Policy Associate" in the subject line. Applications will be accepted and reviewed immediately. The position will remain open until filled. The Center is an equal opportunity employer and highly values diversity. We strongly encourage and welcome persons with disabilities, people of color, members of the LGBTQIA community, and people from other diverse life experiences and backgrounds to apply.