



POLICY & ADVOCACY ASSOCIATE – INTERFAITH ALLIANCE

Interfaith Alliance, a national 501(c)(3) non-profit organization that champions an inclusive vision of religious freedom, seeks a Policy and Advocacy Associate to join our Washington, D.C. office.

Interfaith Alliance is a network of people of diverse faiths and beliefs from across the country working together to build a resilient democracy and fulfill America's promise of religious freedom and civil rights for all, not just for some. As we approach our 30th year, Interfaith Alliance recognizes the urgency of this moment as we redouble our efforts to mobilize a widening diversity of religious, civic, political, and community activists across the country to achieve our shared vision.

The Policy and Advocacy Associate will support Interfaith Alliance's federal and state policy initiatives to advance our policy priorities which include: Advancing True Religious Freedom, Strengthening Democracy, LGBTQ+ Equality, Fighting Hate and Discrimination, Protecting Public Education, and Reproductive Justice. Interfaith Alliance works in three interconnected areas: 1) At the national level with our offices in Washington, D.C. directing federal and state advocacy and policy initiatives with an inclusive lens 2) Across the country offering resources, training, and networking with diverse partners including with our Interfaith Alliance affiliates and Interfaith Leadership Network; 3) Educating a broad and growing public through a robust digital communications strategy, media impact and State of Belief podcast.

This position reports to the Senior Director of Policy and Advocacy.

Responsibilities:

- Track and analyze federal and state legislation, regulatory initiatives, and court cases related to organizational priorities;
- Research and assess policy proposals and draft memoranda to guide organizational decision-making;
- Assist drafting of sign-on letters, federal regulatory comments, and congressional outreach and testimony;

- Create written materials to convey policy positions to stakeholders, including reports, one-pagers, talking points, press releases, reports, op-eds, and website and social media content;
- Work closely with Senior Director of Policy and Advocacy to devise outreach strategy and cultivate relationships with key legislators and staff on Capitol Hill and federal agencies;
- Contribute to Interfaith Alliance's national voter education and mobilization efforts;
- Work collaboratively with Director of Field & Organizing to develop grassroots advocacy engagement materials and strategies including action alerts, toolkits, and advocacy training modules;
- Represent the organization in national issue-based coalitions and identify opportunities for strategic collaboration with multifaith and intergroup partners;
- Provide logistical and program support for advocacy events including federal lobby days, Capitol Hill briefings, webinars, board meetings, and press conferences.

Qualifications:

- Minimum 1-3 years of relevant experience;
- Experience with state, local, or federal direct advocacy, grassroots advocacy, and/or electoral campaigns or community organizing;
- General knowledge of public policy and the legislative process required; basic knowledge of the administrative process religious freedom and/or civil rights policy preferred;
- Specific knowledge and experience with at least one of the following issues: protecting democracy (voter access and election integrity), reproductive justice, public education, and/or fighting hate and discrimination required.
- Extremely organized with the ability to multi-task and work in a fast-paced environment;
- Persuasive and passionate writer/communicator with strong analytical skills;
- Action-oriented, entrepreneurial, adaptable, and innovative;
- Collaborative spirit and ability to work effectively with diverse groups of people;
- Passionate about Interfaith Alliance's mission;
- Familiarity with and enthusiasm for local, state, and national politics preferred;
- Bachelor's degree required.
- Location in Washington, D.C. required.

As an equal opportunity employer, applicants need not identify with a particular faith but must be willing to work on behalf of the issues we support, including combating religious discrimination, LGBTQ+ equality, advancing religious freedom, and other civil rights issues.

Salary: \$60,000 - \$70,000

This is a full-time position with benefits, including health and dental insurance, generous holidays and paid leave.

To apply: Please send a cover letter, resume, and short policy or advocacy-related writing sample to jobs@interfaithalliance.org.