



**Position Title:** Federal Policy Associate

### **Primary Responsibilities**

Advance CTE: State Leaders Connecting Learning to Work is seeking a Federal Policy Associate to help advance the organization's federal policy priorities and national advocacy efforts. The ideal candidate will have policy or advocacy experience, a desire to go deep within a focused policy area, and be a team player committed to getting results in a fast-paced environment. This position provides a unique opportunity to serve as an organizational spokesperson, build and strengthen coalitions and partnerships, and craft resources and supports to help ensure all learners have access to high-quality Career Technical Education (CTE) and preparation for the careers of their choice. The ideal candidate will value being in a member-driven and engaged organization and deeply values the linkages between communications, federal policy and state policy initiatives across the organization.

### **About Advance CTE**

Established in 1920, Advance CTE is the longest-standing CTE-focused national non-profit, representing State Directors and state leaders responsible for secondary, postsecondary, and adult CTE across all 50 states and U.S. territories. Our mission is to support visionary state leadership, cultivate best practices and speak with a collective voice to advance high-quality CTE policies, programs and pathways that ensure career success for each learner. For more information, see [www.careertech.org](http://www.careertech.org)

### **Primary Responsibilities:**

The Federal Policy Associate, who will report to Executive Director, will:

- Directly support and advance Advance CTE's federal policy and implementation strategy
  - Contribute to and implement a strategic and innovative advocacy plan, with measurable outcomes, to successfully identify and advance the organization's federal legislative and budgetary priorities and vision.
  - Develop materials and resources that support the effective advocacy of Advance CTE's federal legislative and budgetary priorities and vision, including position statements, priorities, fact sheets, talking points, briefs, legislative language, etc.
  - Monitor, analyze and influence the development, adoption and implementation of federal legislative and regulatory policies and practices and national initiatives that impact CTE.
- Advocacy, Outreach & Partnerships
  - Manage Advance CTE's Double the Investment Campaign, a year-long initiative to garner support for an increase in the federal investment in CTE.
  - Actively develop, maintain and grow trusted and meaningful partnerships with national organizations and stakeholders, including staff and members of Congress, the Administration, and industry partners to build awareness of and support for Advance CTE's federal policy and budgetary initiatives, including the Double the Investment campaign.
  - Serve as a compelling and articulate spokesperson representing the interests of Advance CTE and its members.

- Identify and cultivate CTE champions, including members of Congress, business leaders, and other stakeholders so that CTE has vocal and visible champions.
- Develop an ongoing understanding of the CTE environment and the role of Advance CTE in serving the CTE community.
- Conduct Advance CTE federal legislative work in compliance with lobbying rules and regulations.
- Member Engagement and Support
  - Ensure Advance CTE members are well informed of relevant federal policy in a timely manner.
  - Collaborate with Advance CTE staff for high-impact communications and supports including briefing calls, social media, presentations, articles, blog posts, etc.
  - Respond to Advance CTE member and stakeholder requests regarding federal policy, as well as actively engage and inform members in advocacy efforts.
  - Support Advance CTE members in their awareness, understanding and implementation of federal policy and laws, including the creation of relevant supports, analyses, research and tools.
  - Attend and support the Advance CTE Board, committees and meetings.

This position requires frequent local and non-local travel, staying within established spending guidelines, and the ability to work flexible hours in response to member and legislative requests and actions.

### **Qualifications & Skills**

- Bachelor's degree or equivalent with focus on public policy, public administration, or education plus three years of related experience
- Knowledge of federal budget/appropriations, education (K-12, higher education, Career Technical Education), apprenticeship and/or workforce policy.
- Ability to develop and maintain positive relationships with a wide variety of people, including but not limited to, board members, staff, government officials, State CTE Directors and community partners.
- Ability to think critically, use good problem solving judgment, and take complex ideas and present them in a style for a layperson's understanding.
- Ability to work independently, accurately and meet deadlines and simultaneously manage multiple projects/tasks.
- Skilled written report preparation and public speaking with a style appropriate to the audience
- Ability to handle confidential and sensitive information with discretion.
- Knowledgeable of standard office equipment, as well as proficient with computer software programs, such as Word, Excel, PowerPoint.
- Hold a valid driver's license within the commuting areas, have access to a reliable car with current insurance or access to a reliable/flexible transportation source.

Compensation depends on experience and is highly competitive.

**How to Apply:** Please submit a cover letter, resume, two writing samples, a list of at least three professional references and salary requirements to [careers@careertech.org](mailto:careers@careertech.org) by May 10, 2019.