

## **Legislative Associate**

### **Location: Kansas City, Missouri**

The American Civil Liberties Union of Missouri, Inc., “ACLU-MO” seeks a full-time Legislative Associate based out of our Kansas City office. The ideal candidate will be an outstanding advocate who is able to effectively convey the mission, policies and advocacy efforts of the ACLU/ACLU-MO to a variety of constituencies, ranging from elected officials and policy makers to local community members.

The Legislative Associate will be part of the ACLU-MO Policy Department, reporting to the Legislative and Policy Director. The Legislative Associate will supplement the lobbying efforts of the Legislative and Policy Director. The Legislative Associate will focus on local legislative initiatives and will work in collaboration with the Legislative and Policy Director to execute the public policy agenda of the ACLU-MO.

### **ABOUT THE ACLU OF MISSOURI**

Founded in 1920, the ACLU-MO is one of Missouri’s premier public advocacy organizations. The ACLU-MO, headquartered in St. Louis with a diverse staff of 11, is committed to protecting constitutional rights and civil liberties. We are in the midst of planned growth and increasing prominence in policy issues including racial equality, equitable policing, reducing mass incarceration, threats to reproductive rights, prosecutorial accountability, LGBT equality, free speech, and protecting privacy in the digital age.

To learn more about our work, please visit [www.aclu-mo.org](http://www.aclu-mo.org) and [www.aclu.org](http://www.aclu.org).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Duties Include:**

- Implement broad-based advocacy campaigns at municipal and state levels under the direction of the Legislative and Policy Director;
- Prepare policy analyses designed to effect change by state and local policymakers;
- Cultivate relationships with key policymakers and their staff;
- Work with the Legislative and Policy Director to track and analyze legislation and regulatory and administrative proposals before state and local bodies;
- Testify before legislative committees on select issues;
- Power map select districts and work with Legislative and Policy Director to cultivate relationships within legislative networks;
- Support local accountability work with legislators, campaigns, and coalitions;
- Form a story bank to support legislative initiatives;
- Conduct short-term and long-term research projects;
- Speak at public forums, conferences, and meetings on behalf of the ACLU-MO;

- Attend selected national and regional trainings and staff conferences;
- Train interested volunteers in lobbying techniques and expand volunteer base committed to legislative action;
- Attend relevant community meetings and committee hearings;
- Maintain departmental calendar;
- Screen intern applications;
- Convert legislative information into direct member and volunteer engagement opportunities through effective messaging;
- Ensure policy related communications featured on the ACLU-MO's social media and website remain up to date; and
- Perform other tasks as assigned.

### **Qualifications:**

- Demonstrated commitment to advancing the ACLU's values, mission, and goals; an understanding of the range of constitutional rights and civil liberties issues we advance, and their implications, is preferred;
- Extensive knowledge of grassroots organizing strategies and advocacy techniques, including knowledge of on-line organizing and Internet based communication strategies;
- Excellent analytic and communication skills (both written and oral);
- Ability to synthesize complex issues and communicate them effectively to diverse audiences, including: elected officials, attorneys, advocates, impacted communities, supporters, and the general public;
- Experience in effectively keeping organized in a fast-paced environment, managing several projects simultaneously, and adjusting to frequently changing demands;
- Ability to work effectively and collaboratively with a diverse staff including remote colleagues, coalitions and community groups and volunteers;
- Ability to work across the political spectrum;
- Value differences of race, ethnicity, age, gender, sexual orientation, religion, ability, and socio-economic circumstance;
- Commitment to the highest ethical standards of lobbying and professionalism;
- Willingness to work long and non-traditional hours;
- Willingness to travel within the state;
- Bilingual skills in an under-served language are preferred;
- Must be eligible to register as a lobbyist; and
- Proficiency in VAN is preferred.

### **Compensation and Benefits**

Competitive salary based on experience. Excellent and comprehensive benefits package including paid vacation and holidays; medical, dental, and vision insurance; life and disability insurance; and 401(K) pension plan with employer contributions and employer match of optional employee contributions.

### **To Apply:**

E-mail a letter of interest, resume, writing sample, and three professional references to [application@aclu-mo.org](mailto:application@aclu-mo.org). Please indicate “**Legislative Associate**” in the subject line of your email. *Please indicate in your cover letter where you saw this job posting.*

Alternatively, application materials may be mailed to: 906 Olive St., Suite 1130, St. Louis, Missouri 63101. *Please, no phone calls.*

**Deadline:**

Application materials will be reviewed as received and will be accepted until the position is filled.

**ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction.**

**The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact: [application@aclu-mo.org](mailto:application@aclu-mo.org).**

