



CREATION JUSTICE MINISTRIES

Hiring: Creation Justice Ministries Policy Advocate

Position: Policy Advocate

Reports to: Karyn Bigelow, Co-Executive Director

Annual Salary: \$55,000-\$65,000, commensurate with experience

Job Type: Full Time, Monday-Friday 9:00 am-5:00 pm EST

Start Date: June 1, 2024 (flexible)

Location: Candidates should be able to commute to Washington, DC within a reasonable time.

Hybrid: This position is hybrid, with flexible remote work options.

We're seeking a passionate Policy Advocate to spearhead our mission at Creation Justice Ministries. As the anchor of our policy initiatives, you'll collaborate with our Co-Executive Directors to craft strategic priorities, advocate for impactful policies with federal decision-makers, and engage our community in grassroots advocacy and education efforts. You'll oversee vital policy issue areas, which will periodically change based on priorities and funding. These issues include the ocean portfolio, public lands portfolio, and America the Beautiful initiatives, while fostering partnerships and coalitions to amplify our impact.

Responsibilities:

Advocacy & Education

- Represent Creation Justice Ministries and its policy priorities to our members, partners, and legislative officials
- Craft compelling comments for public agency feedback periods within our issue areas
- Cultivate strategic relationships with congressional offices, both independently and through coalition meetings
- Develop materials for congressional engagements and community advocates, including fact sheets, white papers, and action alert emails
- Lead policy education initiatives, including webinars, for the Creation Justice Ministries network
- Collaborate with our Theological Engagement and Training Coordinator to educate and mobilize our network around policy and theological education
- Coordinate with our communications team for email, social media outreach and graphic design in support of policy priorities

Strategy, Growth, and Reporting

- Collaborate with Co-Executive Directors to set policy priorities and advocacy tactics
- Manage policy interns and fellows
- Develop strategies and roadmaps for issue area expansion
- Assist in grant reporting for policy initiatives
- Track and report on advocacy metrics, providing insights for strategic planning
- Prepare policy updates for our Board of Directors meetings

Organizational Partnership

- Lead and participate in issue-area coalitions, fostering collaboration with external organizations
- Cultivate partnerships and networks to advance our program ideas and organizational goals
- Strengthen relationships with grassroots partners and advocates in priority states

Flexibility and Adaptability:

While your primary responsibilities align with the outlined tasks, you should expect occasional deviations to support organizational needs. Your willingness to be flexible and assist with evolving priorities is key to success in this role.

Nights, Weekends, and Travel:

This position may require occasional work outside standard hours and domestic travel.

Preferred Experience and Skills:

- Minimum 2 years of professional experience in federal policy advocacy
- Familiarity with federal policymaking processes, including legislative and regulatory frameworks
- Proven ability to cultivate and maintain strategic relationships and coalitions
- Strong understanding of Christian Creation Justice theology and its intersections with policy issues
- Experience navigating ecumenical and multi-faith spaces, engaging with diverse traditions
- Excellent public speaking, writing, and interpersonal skills
- Ability to communicate complex topics effectively to different stakeholders across diverse audiences
- Strong organizational skills, with the ability to manage multiple tasks and meet deadlines

- Grant monitoring and reporting experience
- Strong ability to apply racial equity lens and analysis to policy

Desired Qualities and Values of Creation Justice Ministries Staff

- High integrity
- Moral commitment to ecological justice
- Experience with anti-racism work
- Commitment to upholding the self-determination of Indigenous people, and tribal sovereignty
- Willingness to uphold the [Jemez Principles](#)
- Emotional intelligence
- Knowledge of Christian theology
- Respect for theological diversity
- Respect for political diversity
- Commitment to nonpartisan advocacy
- Well-organized
- Self-starter
- Strong written and oral communication skills
- Ability to use technology to work remotely

Benefits:

- 20 vacation days per year and up to 5 days of personal leave
- Up to 8 weeks of paid parental leave (40% of salary prior to 3 years of service and 100% of salary after 3 years of service)
- Accrued sick leave, starting at 12 days
- Health insurance provision for employee and dependents up to a \$1,200/mo value
- Fitness benefit of \$900/year
- 403(b) retirement contribution up to 5% of salary, upon employee contribution of 3% or more
- Up to 16 paid holidays annually

Anticipated Timeline:

Applications Due: April 19

Round 1 interviews: April 29-May 3

Skills Test: May 6-May 10

Round 2 interviews: May 20-May 24

How to Apply:

Send a resume, cover letter, and 500-1000-word writing sample to info@creationjustice.org with “[LAST NAME] [POSITION TITLE] application” in the subject line.