

The Campaign for College Opportunity (the Campaign) is a nonprofit 501(c)(3) broad-based, bipartisan coalition, including business, education and civil rights leaders, that is focused on a single mission: to ensure all Californians have an equal opportunity to attend and succeed in college in order to build a vibrant workforce, economy and democracy. Every day, the Campaign fights to make public policy changes that will significantly close racial equity gaps and help more California students enter and complete college. The Campaign maintains offices in Los Angeles, Sacramento, and Washington, D.C.

The Campaign for College Opportunity's **Steve Weiner and David Wolf Founder Fellowship Program** is a part-time, 9-month, paid experience that prepares the next generation of higher education advocates. The Fellow will have the opportunity to learn what it means to advocate on behalf of California's students to access, afford, and succeed in the state's colleges and universities and how to harness the critical skills and tools necessary to compel change.

The Policy Fellow works directly with the Campaign's Policy Team, based in Sacramento, and is an integral part of advancing the Campaign's policy priorities at the state and federal level by assisting with the development and execution of our legislative agenda, advocacy strategy, and policy implementation efforts. The Fellow will help support a racial-equity policy agenda that has the power to transform college opportunity for millions of minoritized students in California. ***This position is a remote-work opportunity but must be based in California/West Coast with Northern California/Sacramento residency preferred. If residing outside of Sacramento, candidate must have ability to travel to Sacramento at least once during fellowship.***

RESPONSIBILITIES

- Support the policy team in advancing the Campaign's state and federal legislative agenda and policy priorities by researching and staffing legislation, budget proposals, and policy issues of interest to the Campaign.
- Monitor and/or attend legislative hearings and meetings of public higher education governing boards and provide public comment and report backs to the policy team as needed. Analyze legislative trends and political dynamics that impact our organization's objectives.
- Shadow the policy team in various meetings, including with legislators, legislative staff, and state departments.
- Produce written materials to advance our legislative and policy priorities, such as position letters, research memos, talking points and other external facing content.
- Support relationship building with key policymakers through preparing outreach materials and background research for policymakers and their staff.

- Support execution of priority policy outreach activities like capitol briefings, advocacy days, and legislative roundtables.
- Provide insights and recommendations on effective advocacy approaches and tactics.
- Produce a Capstone Project on a policy area of interest (more below).
- Other administrative duties as assigned

CAPSTONE PROJECT

The Policy Fellow will develop a deeper understanding of a specific higher education policy area or initiative, in alignment with the Campaign's priorities and areas of focus. During their fellowship, the Policy Fellow will gain content expertise through research, informational interviews with practitioners, and engagement on relevant policies moving through the legislative process.

The culmination of the Fellowship is the Capstone Project, which provides the Policy Fellow with an opportunity to document their expertise, shape future Campaign policy priorities, and develop materials that can be used after the fellowship ends for future academic or job applications. Capstone Projects are not limited to written research. Past examples of successful capstone projects include facilitating discussions with practitioners, hosting informational briefings for staff, and other ideas that the Policy Fellow initiates and are mutually agreed-upon with their supervisor.

QUALIFICATIONS

- Passion for college opportunity with a strong interest in eliminating racial inequity in higher education through policy advocacy and/or systems change;
- Demonstrated knowledge of legislative processes;
- Creative thinker who is willing to contribute new ideas in support of advocacy strategy;
- Bachelor's degree is required. Applicants should have at least one year of prior work experience. Those with lived experiences relevant to our work, and/or students pursuing a postsecondary degree or certificate program in Public Policy, Public Administration, Education/Higher Education or related field are strongly encouraged to apply;
- Ability to work in a fast-paced, dynamic environment with quick and shifting deadlines;
- Proficiency in Microsoft Office applications and social media platforms.
- Previous experience in legislative affairs, government relations, or related fields is preferred, but not required.

WHAT YOU WILL ACHIEVE

By the end of the Steve Weiner and David Wolf Founder Fellowship Program, Fellows will have:

- Developed and executed a mutually agreed upon capstone project;

- Become proficient in legislative research, tracking, and utilizing related resources, including LegInfo, Capitol Track, and committee analyses;
- Gained an understanding of the nexus between research, policy and advocacy; and
- Increased understanding of pressing California higher education policy issues.

COMPENSATION

The Steve Weiner and David Wolf Founder Fellowship Program will run from January-September 2024. Fellows are expected to work 20 hours a week. Compensation ranges from \$22/hr to \$25/hr, commensurate with education and experience. This is a part-time, temporary position.

SELECTION PROCESS

The Campaign for College Opportunity will accept applications for the position beginning in February. Interested parties should forward a letter of interest, resume, and 2-3 page writing sample indicating “Policy Fellowship” in the subject line by email to recruitment@collegecampaign.org. Priority application deadline is 1/10/24.

Those applying should preview the Campaign’s website www.collegecampaign.org to become familiar with our policy, research, outreach and communications efforts. Cover letters should include why you are interested in working with the Campaign, your connection to our mission, and how this opportunity would enhance your career in policy and/or advocacy.

All candidates selected for an interview will be required to complete a short task aimed at assessing their skills as they progress through the interview process. The Campaign for College Opportunity is an equal opportunity employer and encourages applications from qualified persons of every background.

No phone calls please.