

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. Everyday, 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 and Sacramento.

The Campaign for College Opportunity's **Steve Weiner and David Wolf Founder Fellowship Program** is a full-time, 4-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 level by assisting with the development and execution of our advocacy strategy and policy implementation efforts. The Fellow will help support a racial-equity policy implementation agenda that has the power to transform college opportunity for millions of minoritized students in California. ***This position is a hybrid work opportunity. The candidate must have the ability to commute to the Sacramento office at least once a week.***

#### **RESPONSIBILITIES**

- Support the Senior Manager of Policy Impact in advancing the Campaign's state policy priorities by researching and staffing current implementation priorities from past legislation and budget proposals.
- Analyze past legislation and state budget items that impact the Campaign's strategic policy priorities.
- Support the policy team in various meetings, including with legislators, higher education practitioners and administrators, and higher education advocates.
- Produce written materials to advance our policy implementation priorities, such as research memos, talking points and other external facing content.
- Support relationship building with key policymakers, higher education administrators and practitioners through preparing outreach materials and background research.
- Support execution of priority policy outreach via an advocacy week.
- 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 Impact Fellow will develop a deeper understanding of transfer and equitable placement and completion, 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;
- Enterprising, proactive and solutions-oriented with ability to work in a fast-paced, dynamic environment with quick and shifting deadlines;
- Creative thinker who is willing to contribute new ideas in support of advocacy strategy;
- Bachelor's degree is preferred. Those with lived experiences relevant to our work, and/or students pursuing a degree or certificate program in Public Policy, Public Administration, Education/Higher Education or a related field are strongly encouraged to apply;
- Proficiency in Microsoft Office applications.

#### **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 policy research, tracking policy implementation updates, and utilizing related resources;
- Gained an understanding of the nexus between research, policy, and advocacy; and
- Increased understanding of pressing California higher education policy issues.

#### **Vaccination Requirement**

For the safety and wellbeing of our staff, the Campaign requires all employees to be fully vaccinated with COVID-19 vaccines and boosters as a condition of employment.

#### **COMPENSATION**

The Steve Weiner and David Wolf Founder Fellowship Program will run from June-September 2024. The Policy Fellow is expected to work 40 hours a week. Compensation ranges from \$22/hr to \$25/hr, commensurate with education and experience. This is a full-time, temporary position.

#### **SELECTION PROCESS**

The Campaign for College Opportunity will accept applications for the position beginning May 21. Interested parties should forward a letter of interest, resume, and 2-3 page writing sample indicating "Policy Fellow" in the subject line by email to [recruitment@collegecampaign.org](mailto:recruitment@collegecampaign.org). Priority application deadline is 6/05/24.

We invite you to consider your cover letter as an opportunity to:

- Share how your lived experiences relate to our work to improve college access and success for low-income, first-generation, and historically marginalized students in California.
- Discuss how your background and experience make you the right fit for this position.

Those applying should preview the Campaign's website [www.collegecampaign.org](http://www.collegecampaign.org) to become familiar with our policy, research, outreach and communications efforts. 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.

We are proud to be an Equal Employment Opportunity employer. We design our recruiting and hiring processes with an understanding of systems of oppression, and no person will be discriminated against in employment because of race/ethnicity, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability, or any other legally protected characteristic.

No phone calls please.