

JOB ANNOUNCEMENT: OUTREACH COORDINATOR

The Washington State Budget & Policy Center seeks an experienced, effective, and motivated Outreach Coordinator. This full-time position plays the lead role in the state outreach efforts of the Budget & Policy Center.

The Outreach Coordinator will work with Budget & Policy Center staff to effectively disseminate the analysis of the organization to help maximize its value in shaping policy decisions. This includes developing materials such as one-pagers and talking points, increasing the Budget & Policy Center's public presence by seeking opportunities to present the organization's research and offer constructive policy solutions, and representing the organization in various coalitions and campaigns.

The Budget & Policy Center is a nonpartisan, nonprofit, statewide policy research organization. The organization provides independent, credible analysis of Washington's state budget, tax, and related policy matters with attention to the effects of current or proposed policies on low- and moderate-income people.

Principal Responsibilities

- Develop and implement a cohesive state outreach strategy
- Work with Communications Director and Executive Director to plan and facilitate briefings, Webinars, community discussions and comprehensive engagement strategies;
- Assist in developing and maintaining relationships with the Community Advisory Board;
- Prepare timely materials based on the organization's research and analysis for advocates to use during the legislative session and on relevant campaigns;
- Coordinate state-wide panel discussions on issue areas with Budget & Policy Center staff and partners
- Expand reach to advocates/organizations beyond greater Seattle/Olympia
- Develop and implement a comprehensive presentation strategy
- Develop and strengthen relationships with communities of color
- Ensure that advocates are aware of latest research in their issue area
- In partnership with other staff, implement our direct advocacy strategy

Knowledge and Skills

The Outreach Coordinator should have a bachelor's degree and at least two years of experience in state outreach, advocacy, coalition, legislative or campaign work. In addition, the Outreach Coordinator should:

- Be a strong oral and written communicator
- Be able to analyze complex policy issues and translate information into effective advocacy materials
- Be comfortable working with a broad range of individuals and organizations, including elected officials, high level donors, staff at partner organizations, and members of the media
- Be able to work independently and efficiently on multiple projects
- Be able to set and meet deadlines
- Be personable and positive

- Be extremely organized and demonstrate attention to detail
- Have a working knowledge of state advocacy
- Have experience in building effective and strong relationships with partners
- Have experience planning and implementing events
- Have basic desktop publishing experience
- Sensitivity toward cultural, racial, ethnic, socio-economic, and sexual identity diversity
- Have a commitment to the mission of the Budget & Policy Center

Knowledge of economic policy, federal and state budget and tax issues and the Washington State government is a plus; ability and desire to gain such knowledge is a must.

Salary and Benefits

This is a full-time position. The salary range is \$41,500 - \$47,000 depending on qualifications. The Budget & Policy Center offers a comprehensive benefit package including health and dental insurance, life and long term disability insurance, retirement, flexible spending accounts and generous vacation, sick leave, and holiday schedules.

To Apply

Position is open until filled but candidates are encouraged to apply as soon as possible. To apply, submit a resume, a 1-2 page cover letter specifically addressing your interest in and qualifications for this position, a relevant writing sample, and a list of three current references by email to jobs@budgetandpolicy.org. The Budget & Policy Center is committed to fostering diversity within our organization and our communities and candidates from diverse backgrounds are strongly encouraged to apply.