



## POLICY MANAGER

Policy is made up of the laws, rules and practices that impact our clients, their families and communities. The Policy Manager is a member of LSPC's policy coordinating team, made up of the Executive Director, Sr. Staff Attorney, Development Director, and Policy fellowship participants.

### **Purpose:**

To further the policy work of Legal Services for Prisoners with Children and All of Us or None as well as further develop the Elder Freeman Policy Fellowship.

### **Duties and Responsibilities:**

Coordinate legislative and administrative policy activities of the entire agency  
Train, supervise, and mentor four Elder Freeman Policy Fellows with All of Us or None team  
Meet with management team, staff, and members to determine policy agenda and develop a plan to achieve policy agenda,  
Attend legislative hearings, administrative hearings and meetings with supporters and opponents  
Train staff, members, and other allies on policy advocacy, budget process, and lobbying  
Convene and supervise the LSPC bill tracking committee  
Work with Communications team to develop a communications strategy to support policy agenda  
Work with Communications team and allies to create media, including op-ed pieces, letters to the editor and other support materials  
Represent LSPC in coalitions and serve as a liaison to policy makers and other organizations

### **Desired Qualifications and Skills:**

Three years minimum experience working on state level policies related to criminal justice, workforce development, or related field  
Experience doing policy work that centers people most impacted by the policy and incorporating a grassroots organizing approach  
Ability to work both independently with minimal daily supervision and as a team player

Experience with supervision and managing a team  
Ability to write well and in a variety of styles  
Ability to work well with a diverse group of people  
Demonstrated commitment to racial, gender and social justice  
Ability to think conceptually, strategically and tactically  
A strong understanding of incarceration and its effect on the community and society as a whole

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[hamdiya@prisonerswithchildren.org](mailto:hamdiya@prisonerswithchildren.org)

Demonstrated professional and political aptitude  
Possess comprehensive discretion, independent judgment, and political acumen  
Knowledge of Word, Excel, Google Drive, E-mail/Internet, Twitter, Facebook, and computer skills.  
Preference will be given to applicants with a personal history with communities disproportionately affected by the prison industry and/or experience with prisoners' rights movement or community organizing.

**Salary Range:**

Depending on Experience

Great benefits including health, dental, vision, acupuncture, chiropractor insurance, and 5- weeks' vacation

*LSPC is an Equal Opportunity Employer. All individuals regardless of race, religion, sex, disability, age, marital status, veterans' or other protected status, national origin, sexual orientation, or incarceration history are encouraged to seek employment with LSPC; and every effort will be made to ensure that these are not discriminated against during their employment period.*

To apply, please submit a cover letter, resume, legal writing sample, and references to:

Hamdiya Cooks-Abdullah ([hamdiya@prisonerswithchildren.org](mailto:hamdiya@prisonerswithchildren.org))

LSPC

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NO PHONE CALLS PLEASE!

