



AMERICAN CIVIL LIBERTIES UNION OF UTAH FOUNDATION, INC  
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## **PUBLIC POLICY ADVOCATE**

The American Civil Liberties Union of Utah seeks an experienced leader to serve as our Public Policy Advocate with primary responsibility for advancing the ACLU's policy priorities through coalition building, implementing legislative strategies (including lobbying), field organizing and involving ACLU members and leaders in the policy work of the organization.

### **RESPONSIBILITIES:**

#### Legislative Advocacy

- Devise and implement strategies to advance the ACLU's legislative agenda including working with legislators, members, coalition partners and the public.
- Work with the staff attorney, analyze pending legislation, and prepare advocacy letters, summaries, and reports.
- Prepare and deliver testimony on pending legislation.
- Represent the ACLU in meetings of ad hoc legislative coalitions and before various community groups as requested.

#### Field Advocacy

- Design and implement grassroots strategies to mobilize ACLU of Utah members and supporters to take meaningful action on ACLU's local, state, and national agenda.
- Expand use of web-based technologies as a tool for activists to advance ACLU of Utah's program goals.
- Develop targeted mailings and email alerts to ACLU of Utah members on legislative topics; organize phone banks, track activist participation.
- Work to increase the ACLU's presence statewide and grassroots effectiveness, including yearly planning, special event development, town halls, membership campaigns and coalition-building opportunities.
- Devise and implement strategies to motivate and engage young people, including working with school and college groups advancing the ACLU's policy campaigns.

#### Issue Campaigns

- Plan and coordinate selected issue campaigns.
- Strengthen and nurture alliances with communities of color, communities of faith, the lesbian, gay, bisexual, transgender communities, youth groups and other interest groups on key issues.
- Work with the Development Director to develop written materials, including information packets, letters, flyers, and other documents to advance issue campaigns.
- Represent the ACLU in various coalitions and before community groups.
- Work with the national ACLU on various federal or nationwide issues.

#### Other

- Recruit, train, and supervise Field interns.
- Attend various ACLU functions. Handle other projects, as assigned.
- Engage in public speaking, write articles for the organization's newsletter and articulate the ACLU's view to the public on a broad range of issues.

## **QUALIFICATIONS:**

- Bachelor's Degree required. Advanced degree in related field (public policy, social work, journalism, sociology, law) helpful but not required.
- Excellent leadership skills to facilitate communication and collaboration.
- Experience in developing and coordinating successful political, legislative, or activist campaigns.
- Experience with on-line organizing and communication.
- Excellent communication skills, both written and oral; experience as a public spokesperson and advocate; ability to speak and write Spanish a plus.
- Ability to work effectively with lawyers and other professional staff; comfort with analyzing and articulating legal concepts and other complex issues and communicating them to a variety of audiences; a "quick study" on a dynamic array of issues.
- Ability to keep organized in a fast-paced environment, to manage several projects simultaneously, and to adjust to frequently changing demands.
- Proficient in Microsoft Office; familiarity with Mac and Windows environments helpful.
- Experience in supervising and motivating volunteers and working cooperatively with groups.
- Familiarity with and a demonstrated commitment to civil liberties and civil rights; personal enthusiasm and a confident, professional presentation.
- A commitment to diversity; a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, religion, ability and socio-economic circumstance.
- Ability to work occasional overtime or irregular hours, to attend evening meetings, and to travel.
- Energy, collegiality, creativity and a sense of humor.

### **Compensation and Benefits:**

Salary commensurate with experience. Paid time off in accordance with ACLU of Utah policies and procedures. Additionally, the ACLU of Utah currently offers excellent medical and dental insurance, disability insurance and a pension plan.

### **Application: Applications will be accepted until the position is filled.**

Electronic applications in MS Word or pdf preferred. Submit a letter of interest, current résumé, a writing sample (less than five pages), a 3-5 year salary history and the names and telephone numbers of three references to: [aclu@acluutah.org](mailto:aclu@acluutah.org)

The ACLU is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.

### **ABOUT THE ACLU OF UTAH**

The ACLU of Utah is an affiliate of the American Civil Liberties Union, a national public interest organization, which is the leading defender of civil liberties guaranteed by our nation's Bill of Rights. The ACLU of Utah is celebrating its 50<sup>th</sup> anniversary in 2008. With a current staff of four, the ACLU of Utah and its Foundation operate jointly as private, nonprofit organizations. To achieve our mission, we manage legal, legislative and public education programs on a broad range of constitutional issues including discrimination, free speech, religious freedom, reproductive rights, racial justice, GLBT rights, and privacy. The ACLU has more than 2600 members in Utah.