



POLICY MANAGER JOB DESCRIPTION

BASIC INFORMATION

Job Title: Policy Manager

Status: Full Time, Exempt

Place of Performance: Seattle, Washington

Travel Requirements: Limited (<20%) overnight travel via air or personal vehicle required

Supervisor: Senior Policy Officer

Direct Reports: n/a

POSITION SUMMARY

Young people grow up in Washington surrounded by a thriving science, technology, engineering, and math (STEM)-based economy, yet they don't always receive the support they need to participate. Washington STEM is a statewide, education nonprofit leveraging STEM for social change, removing barriers to credential attainment, and creating pathways to long-term economic security for systemically underserved students. We use policy change as a critical lever to accomplish systems change.

Washington STEM aims to close pervasive systems gaps for students of color, low-income students, rural students, and girls, by focusing on three critical education spaces: early learning, K-12 STEM, and career pathways. Washington STEM directly works with over a dozen state agencies, with the majority of the higher education institutions and apprenticeship programs in the state, public and private early learning providers and early learning roundtables, policymakers and legislators, employers (including some of the largest employers in the world), and dozens of state initiatives and task forces.

Currently, Washington STEM serves as a critical resource for the Legislature and state government agencies and departments to inform policy decisions. In the next three years we aim to become the go-to resource for Washington policymakers and provide non-partisan policy recommendations, inspiring stories of STEM in action, top facts, and actionable insights of what works here in Washington.

Washington STEM is hiring a Policy Manager to provide support on accomplishing our legislative priorities. The Policy Manager will report to the Senior Policy Officer as a member of the Washington STEM Policy Team and will work with the Senior Policy Officer to help shape policy and practice that aims to close pervasive equity gaps.

This work will involve:

- Collaborating with both internal and external colleagues to help generate legislative priorities using our DEI Policy Framework, track bills, monitor public hearings at the legislative and state executive branch, and help disseminate just-in-time information to our statewide coalition partners.
- Working closely with early learning, K-12 STEM, and career pathways program team staff to identify, support, and successfully advocate for systems-level change in policies to accomplish Washington STEM's goals outlined within our program areas.
- Helping provide recommendations and author reports on early learning issues, K-12 STEM issues, and career pathways that lead to high-demand, family-sustaining wage jobs and workforce development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1) Lead the following specific tasks in coordination with Washington STEM's Senior Policy Officer and contract lobbyist, and in alignment with with the [Washington STEM DEI Legislative Priorities Evaluation Framework](#):
 - a) Track and share statewide agency implementation efforts including but not limited to: draft decision packages, budget requests, and agency request legislation. attend agency and workgroup meetings. Examples of agencies include but are not limited to: Office of Superintendent of Public Instruction (OSPI), Department of Children, Youth, and Families (DCYF), and the Washington Student Achievement Council (WSAC);
 - b) Disseminate information and materials related to Washington STEM's strategic priorities to policy, impact, and program teams;
 - c) Track relevant state agency rulemaking;
 - d) Contribute to agency implementation and advocacy plan;
 - e) Analyze and provide feedback on legislative reports and summaries; and
 - f) Help create talking points and position statements for testimony during the legislative session and for meetings with key state policymakers throughout the year.
- 2) Participate in the design and implementation of Washington STEM's statewide policy and advocacy work, including but not limited to:
 - a) Researching, analyzing, and monitoring policy and fiscal issues affecting Washington STEM's early learning, K-12 STEM, and career pathways priorities (while using the [Washington STEM DEI Legislative Priorities Evaluation Framework](#));
 - b) Tracking bills, monitoring public hearings at the legislative and the executive branch, and helping disseminate just-in-time information to our statewide coalition partners;
 - c) Helping create Washington STEM's policy agenda through coordinated discussion and input from the Washington STEM Policy Committee, staff, board members, and key stakeholders;
 - d) Helping provide education and technical assistance to policymakers and key stakeholders, including walking them through Washington STEM tools to better understand their regional needs;
 - e) Helping provide recommendations and helping author reports on early learning issues, K-12 STEM issues, and career pathways that lead to high-demand, family-sustaining wage jobs and workforce development; and
 - f) Helping maintain strong relationships with Washington STEM's diverse partners from around the state through meetings, networking, training, technical assistance, and dissemination of public policy information.
- 3) Provide training and technical assistance to Washington STEM staff and partners on topics including, but not limited to, understanding the agency and legislative process, and reporting policy changes during and following each legislative session.
- 4) Represent Washington STEM on task forces, workgroups, and committees as needed, upon request by the Senior Policy Officer.
- 6) Help develop and nurture key partner relationships on Washington STEM's Advocacy Coalition, including our STEM Networks, community-based organizations, legislators, and nonprofits.
- 7) Help ensure that Washington STEM policy team projects, materials, and products are approached with anti-racism as the guiding principle.
- 8) Use anti-racist approaches to policy and advocacy and the development of legislative priorities using our [Washington STEM DEI Legislative Priorities Evaluation Framework](#).
- 9) Participate in general Washington STEM staff activities and other duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Experience, Knowledge, and Education:

- Direct experience working at the Washington State Legislature or in the executive branch or state agencies
- One to two years of experience with bill tracking and monitoring legislative and state agency hearings
- Minimum one year of experience with preparing briefing materials and talking points
- Post-secondary credential (Bachelor's or Associates degree) or equivalent experience desired.

Impact and Communication:

- Ability to manage and balance multiple tasks and priorities
- Strong written and verbal communication skills
- Strong presentation and facilitation skills
- Strong relationship management skills with both private and public entities
- Deep understanding of anti-racism practices and a commitment to diversity, equity, inclusion and belonging
- Ability to work independently and as a member of a team; can forge relationships and work collaboratively with stakeholders across P-16 education

Work Environment:

- Thrive in an intense, do-it-yourself environment
- Ability to work well within a cross-functional team environment
- Normal office environment with moderate noise levels from standard office equipment; occasional lifting of up to 20 lbs.; regular moving to and from meeting spaces, sitting, bending, twisting, and reaching; ability to perform consistent work on PC required
- Ability to work occasional evenings and weekends

Technical Experience:

- Demonstrated proficiency using diverse technology platforms, programs, and services, including Microsoft Office and online meeting tools, such as Teams and Zoom
- Experience and proficiency navigating bill tracking software, TVW, LEAP, access.wa.gov and legislative websites

BENEFITS

- Health, dental, vision, Rx, long-term disability, short-term disability, and life insurance
- Paid time off and holidays
- Matching 401(k)

HOW TO APPLY

Washington STEM is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

To apply, please submit your resume and a cover letter. Your cover letter should express your specific interest in this role as well as responding to these questions:

1. What does it mean for you to have a commitment to diversity and equity?
2. How have you demonstrated that commitment and how would you see yourself demonstrating it at Washington STEM?

Compensation for this role is competitive. The salary range is \$75,679 - \$88,840 and salary will be commensurate with candidate experience.

Anyone interested in the position is encouraged to apply early in the process. To apply, please send a cover letter and resume to hr@washingtonstem.org.