



LEGISLATIVE PROGRAM MANAGER

JOB POSTING AND POSITION OVERVIEW

The ACLU of Montana is seeking a passionate, energetic and committed individual to manage the legislative program before and during the 2021 Montana Legislative Session. Our legislative agenda includes an ambitious set of priorities around criminal legal reform, as well as fighting to stop abortion restrictions, anti-LGBTQ+ legislation, restrictions on First Amendment right to protest, and proposals targeting immigrant communities. This is a temporary position, reporting to the Executive Director (ED), that will start in early December, 2020, and end on April 30, 2021, or one week after adjournment of the legislative session, whichever is later.

BACKGROUND

The ACLU of Montana (founded in 1972) is an affiliate of the national ACLU (founded in 1920) and operates as a private, non-profit organization. We are the state's largest and most influential civil rights organization, combining litigation, policy advocacy, communications, and organizing tactics to promote a broad range of individual rights and liberties. **Our current top proactive priorities are Indigenous justice and criminal legal reform.** We work on a range of additional issues, including LGBTQ equality, voting rights, reproductive justice, immigrants' rights, freedom of speech and religion, and informational and digital privacy. The ACLU of Montana envisions a fair, equitable, and free Montana that welcomes and celebrates diversity of all kinds. In our Montana, everybody is treated with dignity and respect, and has equal access to rights and freedoms.

The ACLU of Montana has a current staff of 14 and an office located in Missoula. This position is based in Montana. Due to Covid-19 we are currently working remotely. To learn more about our staff and the work of the ACLU of Montana, please visit <http://aclumontana.org>.

COMMITMENT TO DIVERSITY AND INCLUSION

ACLU of Montana is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We believe that having a board, staff, and volunteer base with diverse personal and professional backgrounds enhances our ability to meet our mission and creates an environment where all members of our community can thrive. We strongly encourage applications from people of color, Indigenous people, immigrants, women, people with disabilities, members of the LGBTQ and two-spirit community, those who have been formerly incarcerated or are currently under supervision, and other underrepresented and historically

marginalized groups. We seek to build a team that reflects that diversity. All qualified applicants who share this vision and who have a desire to contribute to our mission are encouraged to apply.

The ACLU of Montana does not discriminate on the basis of race, color, class, faith, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, tribal affiliation, disability, veteran status, or record of arrest or conviction. We will provide accommodations in all aspects of the hiring process. We are committed to providing a work environment free from discrimination and harassment and one that honors and promotes a culture of equity, diversity, inclusion, and belonging. We are engaging in ongoing internal equity work, including racial caucusing.

Our work environment is friendly with flexibility and consideration of personal needs and circumstances.

RESPONSIBILITIES

- Work collaboratively with ACLU-MT staff to plan for the 2021 legislative session, supervised by the ED;
- Engage in pre-session contacts and meetings with key legislators;
- Track legislation throughout session, recommend to ED whether to take action in support or opposition, recommend priorities among tracked bills;
- Suggest analyses and talking points on bills within assigned issue areas, with assistance from ACLU-MT staff or National ACLU experts as appropriate;
- Represent ACLU-MT in coalitions based on assigned issue areas; help plan testimony and lobbying strategy in partnership with coalition members;
- Build relationships with and lobby legislators;
- Research, draft, and deliver legislative testimony on legislation in assigned issue areas;
- Speak to the media on priority legislation, in accordance with media and communications strategy developed in consultation with ED and Communications Director, and using agreed upon messaging and tone;
- Work collaboratively with Communications Director to support public outreach and website/social media updates and provide information for newsletter, as needed;
- Work collaboratively with Development staff to support donor communications and other efforts that illustrate the impact of the ACLU of Montana's work for donors;
- Engage in advocacy and lobbying with the Executive branch, draft veto letters and seek vetoes as needed;
- Regularly attend committee meetings as needed based on legislative agenda;
- Attend meetings and present testimony at caucuses as needed;
- Help secure testimony from directly impacted community members as needed, in collaboration with coalition partners;
- Prepare post-session report on lobbying activity, and help ED prepare report on legislative session for March board meeting;
- Take responsibility for reporting to the Commissioner of Political Practices (COPP) and other required reporting, work with Director of Finance and Operations (DFO) on financial reporting needs;

- Consult with DFO on any legislative budget needs;
- Be a thoughtful participant within the organization; participation in staff and program meetings, ongoing internal equity work, and other staff responsibilities, is welcome and encouraged, to the degree possible given the demands of the legislative session;
- Work long hours as needed, including evenings and weekends, primarily during the legislative session;
- Participate in weekly supervisor check-ins with ED;
- Professional attire is required at the Capitol.

REQUIRED QUALIFICATIONS

- Knowledge of the legislative process and elected officials in Montana;
- Excellent interpersonal skills, including demonstrated ability to:
 - Work cooperatively and effectively with staff, coalition partners, elected officials, and legislative or other governmental staff;
 - Work independently and as part of a team;
 - Treat all people with dignity and respect;
- Ability to interpret and respond to complex situations and provide clear, concise, and timely solutions;
- Excellent analytical skills;
- Strong speaking and writing skills;
- Strong advocacy skills; ability to respond flexibly and competently to advocacy challenges that arise;
- Exceptional organizational skills and the ability to manage several projects at once;
- Ability to work independently, organize and coordinate multiple tasks, set priorities, follow organizational procedures, and perform under deadlines;
- Deep commitment to and passion for the advancement of civil rights and liberties;
- Commitment to diversity, equity and inclusion and fighting racism, and a personal approach that values the individual and respects differences of race, ethnicity, age, gender, gender identity and expression, sexual orientation, national origin, faith, ability and socio-economic circumstance and class;
- Ability to travel as needed, including to Helena; regular in-person presence at the Capitol may be required, depending on how the Legislature plans the 2021 session.

PREFERRED QUALIFICATIONS

- Experience tracking, researching, and analyzing legislation;
- Experience drafting and delivering legislative testimony;
- Lobbying experience, especially in Montana;
- Work experience focused on civil rights and civil liberties issues;
- Advanced computer skills in Microsoft applications including Word, Excel, and Outlook.
- Lived experience including, but not limited to:
 - Being directly impacted by the social and civil rights issues addressed by ACLU of Montana;

- Living or working in Indigenous communities and/or living or working directly with people from diverse racial, ethnic, cultural, and socioeconomic backgrounds;
- A history of personal work on issues of equity, inclusion, and diversity and belonging, particularly on issues of race, ethnicity, gender, sexual orientation, and disability.

COMPENSATION AND BENEFITS

The position is full-time (1.0 FTE), exempt, and will pay an annual salary, pro-rated for actual time worked, of between \$45,000 and \$60,000, depending on experience. We offer five paid days off, and this temporary position is not eligible for other benefits. Necessary work-related travel costs are paid for by the organization and we offer a monthly stipend for business use of personal mobile phone.

APPLICATION PROCEDURE

All applications are treated confidentially. Please submit (in pdf format if possible):

1. A letter describing your interest in the position;
2. Resume; and
3. One relevant professional writing sample, preferably legislative testimony, of no more than five (5) pages in total, related to a legislative or policy issue.

Email your application to **jobs AT aclumontana.org** or mail it to: ACLU of Montana, Attn: Hiring, P.O. Box 1968, Missoula, MT 59806.

Please put “Legislative Program Manager” in the subject line of your email or on your envelope. Also, please indicate in your letter of interest where you saw this job posting.

DEADLINE

Application review will start after November 9, 2020. Applications after this date are encouraged and will be accepted on a rolling basis until the position is filled. We are aiming for a start date of December 7, 2020.

To learn more about the work of the ACLU-MT, please visit www.aclumontana.org.