

Policy Project Manager Contractor Description



Progressive State Leaders Committee (PSLC) is a 501(c)(4) organization that works to advance solutions to emerging legal and policy issues on both the federal and state level, with a focus on how state attorneys general can promote policies grounded in the rule of law. PSLC occupies a unique space as the convener of state attorneys general, their offices, and thought partners in addressing the most pressing public issues.

The Leadership Center for Attorney General Studies (AG Studies) is a 501(c)(3) organization that focuses on the work of attorneys general (AGs) and the impact their offices have on communities. By conducting original research, analyzing AG actions, and educating key stakeholders, AG Studies hopes to better inform the public on the importance of state AG.

Job Title: Policy Project Manager

Department: Policy

Reports to: Policy Director

Compensation: \$5,600 to \$7,500/month

Position Type: Non-employee contractor

Purpose: PSLC and AG Studies seek a Policy Project Manager to drive timely delivery and execution of organizational projects and to support policy analysis. This is one-year, 40-hour-a-week contractor position with a preference for candidates based in the Washington, DC, area.

The Policy Project Manager is proactive, results-oriented, and collaborative and excels at navigating and managing complex projects to advance institutional priorities. The Policy Project Manager ensures timely execution of Policy-related events and projects through developing and overseeing workplans and providing policy analysis and support. Key events include quarterly Policy Conferences, twice-monthly Policy Calls with attorneys general and senior AG staff, and working group convenings including a partnership between labor leaders and attorneys general. The Manger's policy analysis furthers work on topics such as reproductive rights, democracy protection, workers' rights, and civil rights, among others.

Duties/Responsibilities:

- Develop and oversee execution of, in consultation with and with final approval by Policy Director and Deputy Director, workplans for Policy-related events to include:
 - Quarterly Policy Conferences
 - Build and track agendas
 - Conceive of and plan panel topics and coordinate logistics
 - Design and facilitate experiential field trips
 - Twice-monthly Policy Calls
 - Coordinate scheduling and invitations
 - Conceive of and plan speaker topics
 - In-person and hybrid Working Group Convenings and cross-departmental engagements
 - Manage invitations
 - Undertake technology and logistics planning
 - Track development of presentations and remarks
- Produce substantive content
 - Synthesize relevant information and produce written responses to internal requests for information
 - Draft short written pieces for publication on c(3) or c(4) website
- Ensure efficient operations of Policy Department
 - Track internal Policy Department deadlines and deliverables
 - Track departmental interactions with AGs and AG offices
 - Prepare purchase orders and other filings

Required Skills/Abilities:

- Ability to carry out projects from initial scoping and planning through execution and optimization.
- Strong project management skills, stays on top of multiple projects, develops a plan of action, anticipates obstacles, identifies, and involves stakeholders, uses resources wisely.
- Innovative and resourceful problem-solving ability.
- Familiarity with and understanding of existing partners, progressive advocacy groups, and others that engage with PSLC or AG Studies and progressive attorneys general.
- Sharp and precise writing skills.
- Familiarity with federal or state policymaking processes considered a plus.
- Previous policy analysis and writing experience is also a plus.

Location:

This position is based in Washington, DC, though PSLC and AG Studies will consider exceptional candidates who are based outside DC to work remotely.

Application Requirements:

To apply, please submit your resume to jobs@progressivestateleaders.org. A cover letter is optional, though recommended.

The application deadline is rolling, but applications received by May 6 will be given priority.

Closing:

- PSLC and AG Studies offices are in downtown DC and are open 9 AM - 6 PM Eastern. The Policy Project Manager may perform work in the office if desired.
- PSLC and AG Studies value a truly diverse workforce and consultant community and are committed to a culture of inclusivity, respect, and integrity.
- We strongly encourage people with disabilities, people of color, transgender and non-binary people, and people from diverse backgrounds to apply.
- PSLC and AG Studies are equal opportunity organizations and it is our policy to recruit, hire, train, promote, contract, and administer any and all personnel actions based on business needs, job requirements, and individual qualifications without regard to race; color; religion; national origin; sex: age; marital status; personal appearance; sexual orientation; gender identity or expression; family responsibilities; disability; matriculation; genetic information; credit information; status as a victim or family member of a victim of domestic violence, a sexual offense, or stalking. PSLC and AG Studies will not tolerate any unlawful discrimination or harassment based on any of these characteristics.