

Job Announcement:

The Citizens League is hiring a Junior Program Associate.

The Citizens League (www.citizensleague.net) is an independent, non-partisan, membership-based, non-profit public affairs research and education organization in the Twin Cities. Through its citizen-based research program, the League develops recommendations for policymakers on a variety of issues. The League also conducts policy breakfasts, special events, and produces a monthly public affairs publication called the *Minnesota Journal*. The League works at the Legislature and with policymakers in a variety of settings.

Program Associates should be able to assume a variety of duties to support the activities of the League, including:

Key areas of accountability

Research: Supporting the work of citizen study committees by developing a work plan, organizing expert presentations to educate the committee, conducting research and writing issue memos for the committee, preparing report drafts, preparing correspondence and minutes for each meeting and writing a final report. Ability to work productively and build relationships with a broad range of people and working styles is extremely important. Program Associate will work closely with Senior Program Associate.

Publication: Assist in the publication of the *Minnesota Journal*, the League's monthly public policy journal. Work with staff, editor and contributors to help organize article series and topics, and directly produce the "Citizens League Matters" – a special monthly insert on League activities. Author articles based on League research projects.

Web site: Manage the Citizens League web site, including the organization and presentation of content, and the fundamental technological management of the site. Experience with web-based publishing tools including HTML editors, weblog software, and graphics editing software is strongly encouraged.

Policy Advocacy: Work with staff to promote recommendations and policy statements with Legislators, Commissioners, and other elected officials. Preparing testimony and presenting the League's work to the Legislature and other policymakers.

Desired qualifications

- An undergraduate degree in an appropriate field, or two or more years of experience in public policy. Demonstrated exposure to public policy issues in Minnesota.
- Excellent writing and communication skills.
- Excellent organizational and analytical skills.
- Ability to manage web page content and design, and flexible computer skills.
- Ability to build constructive working relationships with a diverse group or individuals and viewpoints.

- Ability to manage multiple projects and responsibilities in a growing organization and a fast-paced work environment.
- Passion for public policy and revitalizing our civic infrastructure in Minnesota.
- Ability to start work by mid-September, if possible.

Compensation: This is an entry level position. Starting salary between \$28,000 and \$31,000. Excellent benefit package, including health, retirement, vacation and flexible work schedule.

Please send the following **by 4:30 p.m. , Thursday August 5:**

- One-page cover letter
- One-page resume
- Three references (on separate page)

Sean Kershaw
Citizens League
555 Wabasha Street North #240
Saint Paul, MN 55102; or
info@citizensleague.net