

<b>Title:</b>	Policy Associate
<b>Reports to:</b>	Director of Communications & Advocacy
<b>Direct Reports:</b>	None
<b>Location:</b>	Spring Institute's main office, supporting and visiting program locations in the Denver Metro area as needed.
<b>Status:</b>	80% time, non-exempt, benefited position
<b>Schedule:</b>	32 hours/week; hybrid/flexible schedule
<b>Compensation:</b>	\$38,800/yr + benefits

**Role:** The Policy Associate supports the advancement of Spring Institute's advocacy goals aligning with our mission to empower people and organizations to succeed across languages and cultures. This position will be primarily responsible for coordinating an advocacy coalition that is dedicated to improving mental health access among immigrants and refugees in Colorado and that serves as a platform for collaboration regarding policy goals and awareness initiatives.

**Organizational Information:** Founded over 40 years ago to provide intensive English language training to Denver's international students, Spring Institute for Intercultural Learning is now home to a range of services and programs designed to strengthen intercultural connections in a vibrant community that includes immigrants, refugees, and all who welcome them. We strive to empower people and organizations to succeed across languages and cultures through adult and early childhood education, youth engagement, specialized career coaching, resource navigation support, language access services, and policy advocacy.

**Major Duties and Responsibilities:**

- Coordinate the activities of Spring Institute's advocacy coalition on immigrant and refugee mental health
- Support the development of Spring Institute's relationships with key stakeholders such as behavioral health providers, community-based organizations, community-based advocates, government agencies, and policy makers in mental health initiatives
- Monitor, research, and analyze state and federal regulations, legislation, policies, and other developments that may impact mental health and mental health workforce integration for immigrants, refugees, and the welcoming community throughout Colorado
- Support community-engagement research projects such as the dissemination of surveys and convening of focus groups
- Contribute to drafting of materials to educate and inform target audiences on key issues

**Qualifications:**

**Essential Skills/Knowledge:**

- Ability to converse and correspond freely in English (required)
- Knowledge of at least one additional language (strongly preferred)
- Confident in team building and group facilitation strategies with diverse groups

- Competent in using digital technology for communication and record keeping with attention to detail
- Ability to network, conduct research, and problem-solve creatively
- Collaborative mindset with capability to work independently

**Preferred Experience:**

- Formative work, educational, and/or personal experience related to policy advocacy, community organizing, or stakeholder engagement uplifting immigrants or refugees
- Active involvement within culturally and/or linguistically diverse community networks in Colorado
- Working understanding of Colorado's behavioral health landscape

**To be eligible for hire:**

- Must have U.S. work authorization.
- Must have access to reliable transportation.
- Must be able to pass a criminal background check.

*This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. The duration of this position is contingent upon the availability of grant funds and/or the end of the grant period, whichever comes first.*

**Application Instructions:**

Applications will be screened on a rolling basis until the position is filled. Send cover letter and resume to [abent@springinstitute.org](mailto:abent@springinstitute.org). Use "Policy Associate Application" as the subject line. Resumes without cover letters will not be evaluated. No phone calls please.