

Position Title: Policy Advocate

Reports to: Director of Communications & Advocacy

Location: Spring Institute's main office (1373 N. Grant St. Denver, CO 80203), with travel to other locations in the Denver Metro area as needed. Flexibility to maintain a hybrid schedule between office and remote work, with a minimum of one day in-office per week.

Status: Full-time, exempt position with benefits

Salary Range: \$54,000 - \$58,000. New hires should expect to start at the lower end of the salary range, based on qualifications and relevant experience.

Role: The Policy Advocate advances Spring Institute's policy priorities in support of our mission to build a thriving intercultural community through learning, language access, and advocacy. This position leads the organization's policy engagement by convening partners, representing Spring Institute with key collaborators and decisionmakers, and conducting research and analysis to inform established and emerging policy priorities. This position is funded through a grant. Continued employment is contingent upon the availability of grant funding.

The Policy Advocate works across a range of issues affecting immigrants, refugees, and welcoming communities, including language access and language justice, mental health and health equity, socioeconomic opportunity, adult education, workforce integration and career pathways, refugee resettlement, immigrant legal rights, and early childhood education and care for linguistically diverse families. The position's current portfolio includes a particular emphasis on language access.

Organizational Information: Founded more than 40 years ago to provide intensive English language instruction for Denver's international students, Spring Institute for Intercultural Learning has grown into a leading nonprofit dedicated to building a thriving intercultural community through learning, language access, and advocacy. Today, Spring Institute offers a wide range of programs and services that foster connections across languages and cultures, supporting immigrants, refugees, and the communities that welcome them. Our work includes adult and early childhood education, youth engagement, specialized career coaching, resource navigation, language access services, and policy advocacy—helping individuals and families thrive while building a more welcoming, inclusive, and vibrant Colorado.

Major Duties and Responsibilities:

- Cultivate and maintain relationships with key partners and decisionmakers to support the development and implementation of Spring Institute's advocacy priorities. Key collaborators include community members with relevant lived experience, service providers, community-based organizations, advocacy organizations, government agencies, and policymakers.
- Represent Spring Institute and its policy priorities at meetings, coalitions, and public forums.
- Organize, facilitate, and support issue-focused coalitions and meetings to advance common advocacy goals:
 - Coordinate the [Colorado Language Access Coalition](#), or 'CLAC.' Bring together impacted community members and representatives from government, nonprofit, and

private-sector entities for monthly meetings and related activities to advance language access.

- Coordinate Spring Institute's **Policy Advisory Committee, or 'PAC.'** The PAC is a group of approximately a dozen immigrant and refugee volunteer advocates who meet quarterly with Spring Institute's advocacy team to help shape the organization's advocacy priorities and strategies.
- Coordinate recurring, project-specific meetings and facilitate discussions on a variety of topics. Solicit engagement and input from external and internal partners, facilitate productive discussions, mediate conflicts, develop consensus, and identify next steps.
- Attend and support a variety of other coalitions, groups, and committees related to immigrant rights, health, mental health, social policy and public benefits, tax policy, and other issues impacting refugees and immigrants.
- Complete a range of administrative tasks, including: communicating clearly and concisely via email, including to large groups; creating and managing Zoom meetings and calendar invitations; scheduling language interpretation; drafting agendas; building and tracking feedback surveys; maintaining shared folders; recruiting and adding new coalition members; contacting external presenters and organizing panels on a range of topics; developing easy-to-read meeting slides; and creating clear and engaging graphics and flyers.
- Monitor, research, and analyze state and federal legislation, regulations, and policy developments affecting immigrants, refugees, and the communities that welcome them across Colorado.
 - Work with state legislators, advocates, coalitions, and community partners to identify and shape bill ideas, promote or oppose certain legislation, and uplift issues impacting refugees and immigrants in Colorado.
 - Write and deliver testimony on state-level legislation at committee hearings during Colorado's legislative session (January - May). Support others in drafting and delivering testimony.
 - Work with coalition partners to collect endorsements on relevant bills and produce factsheets and endorsement graphics.
 - Conduct and analyze research on the experiences, needs, and perspectives of immigrants and refugees related to integration services and policy priorities.
 - Develop policy briefs, fact sheets, reports, presentations, and other educational materials to inform policymakers, partners, and the public.
- Draft public statements and social media content on a range of issues impacting refugees and immigrants. Collect partner endorsements when appropriate.
- Collaborate effectively with Spring Institute's advocacy team, including: the Director of Communications and Advocacy (supervisor); the Senior Policy Advocate for Early Childhood Education; the Refugee Action Coalition of Colorado Coordinator; the Coordinator of the

Coalition on Refugee & Immigrant Mental Health; and Spring Institute's Executive Director. Mentor interns, research fellows, and/or volunteers when applicable.

- Consult with direct service program staff to inform policy priorities and advocacy strategies.

Education/Experience:

- Postsecondary degree in education, public administration, public policy, political science, communications, or a related field, *or* an equivalent combination of education and relevant experience required.
- At least three years of experience in policy advocacy or a related field preferred.
- Experience working with immigrant and refugee communities is strongly preferred.

We recognize that the knowledge and skills needed for this role can be developed through many different pathways, including professional experience, education, volunteer service, community leadership, and lived experience. If you're excited about this opportunity and believe you could be successful in the role, we encourage you to apply—even if your background doesn't match every qualification listed above

Skills/Knowledge:

- Advanced interpersonal, communication, and networking skills
- Excellent verbal and written English language communication skills, with a focus on clarity and plain language
- Effective facilitation, conflict mediation, and public speaking skills
- Ability to work independently and on a team
- Advanced organizational skills
- Strong active listening, critical thinking, consensus building, negotiation, and mediation skills
- [Strongly preferred]: Bilingual or multilingual
- [Preferred]: Knowledge of one or more policy areas impacting refugees and immigrants (ex: language access, mental health, education, socioeconomic mobility, refugee resettlement)
- [Preferred]: Experience with policy research and analysis
- [Preferred]: Knowledge of Colorado General Assembly/legislative processes
- [Preferred]: Experience working with Google Suite, Zoom, Canva, Signal, or comparable platforms

Schedule: Spring Institute operates on a 36-hour work week. Staff typically work 8:30 AM - 5:00 PM Monday through Thursday and 8:30 AM - 12:30 PM on Friday. Occasional evening and weekend work may be required.

Application Instructions: Applications will be reviewed on a rolling basis until the position is filled. To apply, please submit your resume and letter of interest to abent@springinstitute.org with "**Policy Advocate Application**" in the subject line. No phone calls, please.

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

Spring Institute for Intercultural Learning is an equal opportunity employer committed to diversity in our work and workplace.