Policy and Planning Associate

The Policy and Planning Associate supports the legislative work of the Massachusetts Association of Community Colleges (MACC) while also working to strengthen the organization's overall strategic goals. Reporting to the Deputy Executive Director, this position supports a variety of statewide initiatives from coordination of specific projects and events to helping to build high-level campaigns to advance the mission of the Massachusetts community colleges. The ideal candidate understands the nuanced landscape of public higher education in Massachusetts, particularly the role that the community colleges play in diversifying the workforce and advancing students’ careers.

The Associate tracks and analyzes legislation of interest to the community colleges; facilitates the colleges’ annual budget advocacy through outreach and planning; supports statewide projects through coordination and project management; and executes a range of other activities in support of the community colleges in Massachusetts.

Job Description:

• Track and analyze policies, legislation, and budget items within the Massachusetts legislature that directly or peripherally impact the community colleges or higher education in the Commonwealth.
• Manage direct outreach to, and build working relationships with, the offices of state and federal elected officials.
• Plan and support a variety of statewide events, working closely with college stakeholders.
• Conduct research on a variety of higher education issues and synthesize briefs, communications, talking points, and other materials related to community colleges in Massachusetts.
• Develop messaging for state and federal legislative and budget advocacy as well as for other MACC projects, initiatives, and priorities.
• Continually monitor and review MACC’s website to ensure content and copy are relevant, accurate, and aligned with the organization’s strategic initiatives.
• Run MACC’s social media accounts with a strong eye towards boosting the 15 colleges’ own messaging.
• Other duties as assigned, including management of an array of special projects with time-sensitive deadlines.

Qualifications:

• Bachelor’s degree required. Applicants who do not meet the education requirement are encouraged to put in writing precisely how their background and experience have prepared them for this position.
• Experience and working knowledge of the Massachusetts legislative cycle and knowledge of and direct experience in the state budgeting process strongly preferred.
• A minimum of two years professional experience required, with a preference for experience in Massachusetts state government.
• A knowledge of public higher education and/or the community college system in Massachusetts is preferred.
• Strong writing skills and timely completion of assigned tasks are critical to the success of this role.
• Ability to work well under pressure and prioritize and manage multiple high-priority tasks and responsibilities.

Commitment to Equity
• Demonstrate a sincere commitment to fostering a diverse, equitable, and inclusive community, a willingness to engage in personal learning within the office, and the ability to engage in honest conversations regarding issues and policies within the community colleges and MACC office.
• Support MACC’s commitment to being anti-racist; embracing a community free of bias and inequality.
• Prioritize equity and assist MACC and its colleges in reaching goals related to improving outcomes for minoritized populations.
• Collaborate with faculty, staff, and students in equity and inclusion-based institutional initiatives.
• Engage in communications and policy review with a critical lens toward equity, accessibility, inclusion, and universal design.
• Refine and deliver communications that are culturally responsive and reflective of inclusive perspectives.

Application Instructions:

This full-time, Commonwealth of Massachusetts position is classified as a Non-Unit Professional and includes a complete benefit package including competitive health insurance, dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits.

MACC does not provide employment-based visa sponsorship. All offers of employment are based on appropriate U.S. work authorization.

Please send one PDF document with a cover letter highlighting your qualifications and interest in the position and a complete resume to careers@macc.mass.edu with Policy and Planning Associate in the subject line. This position is open until filled.

The Massachusetts Association of Community Colleges is an Affirmative Action/Equal Opportunity Employer. We are committed to a diverse, multicultural, multi-ethnic work environment. Women, people of color, persons with disabilities and others are strongly encouraged to apply.

Position Reports To: MACC Deputy Executive Director
Hours: full-time, salaried position with benefits
Location: fully remote, with periodic travel, both in-state and out-of-state, required
Starting Date: July 2023
Application Deadline: Priority review of applications will begin with applications received by June 30, 2023
Salary: Commensurate with experience