



Center for Public  
Representation

**CENTER FOR PUBLIC REPRESENTATION  
PUBLIC POLICY ASSOCIATE  
Washington, D.C.**

The Center for Public Representation is a national advocacy organization that uses legal strategies, advocacy, and policy to promote the integration and full community participation of people with disabilities and all others who are devalued in today's society. Through its systemic advocacy over the past four decades, the Center has been a major force in ensuring that people with disabilities across the country have opportunities to live, work, learn and fully participate in all aspects of community life. Learn more about the Center and its work and priorities at [www.centerforpublicrep.org](http://www.centerforpublicrep.org).

The Center is seeking a public policy associate in its Washington, D.C. office. With the creation of its D.C. office in 2016, the Center has taken a leadership role in the disability community's advocacy related to critical issues like Medicaid and access to healthcare, community integration, employment of people with disabilities and inclusive education. The Center engages in federal policy advocacy with Congress and federal agencies and by working with state grassroots advocates to impact and implement federal policies in their states. It participates and plays a leadership role in numerous coalitions with other disability, healthcare, and civil rights advocates. The Center is seeking a public policy associate to expand and help lead the D.C. office's public policy work.

**Major Job Responsibilities**

- Help design and lead public policy initiatives
- Identify public policy strategies and priorities, together with the Director of Advocacy and Executive Director
- Participate in and lead meetings with members of Congress and help plan Congressional briefings
- Participate in and help lead coalition meetings and meetings with advocacy partners
- Draft public policy documents
- Help lead grassroots advocacy initiatives
- Assist communications staff with policy-related communications, including assisting with website, social media, and media
- Assist development staff with fundraising for policy work

**Required Job Qualifications**

- Completion of a bachelor's degree and at least two years' experience in any of the following areas: disability advocacy, healthcare policy, social justice advocacy, and/or Hill experience
- Ability to work independently and as a team player
- Ability to take initiative, manage multiple tasks and projects, and work in fast-paced environment
- Demonstrated commitment to people with disabilities and/or social justice
- Excellent writing and communication skills
- Working knowledge of Word, Excel, and PowerPoint
- Some travel required

### **Preferred Job Qualifications**

- Knowledge about Medicaid, policies regarding home and community-based services, disability employment policy, and/or the Americans with Disabilities Act strongly preferred
- Hill experience
- Relationships with other national disability, healthcare and civil rights organizations
- Experience leading or working in coalitions
- Experience with public speaking
- Experience with grassroots engagement
- Communications experience, including working on websites and with social media, strongly preferred
- Fundraising experience
- Creative, with an entrepreneurial spirit

### **Compensation and Benefits**

The Center offers a highly competitive salary, based on experience. It has an excellent and unique benefit package that includes health benefits; 403(b) retirement plan; paid vacation, sick and family leave; and an onsite gym. The Center has a strong commitment to mentoring and offering training opportunities to its staff.

### **How to Apply**

Please send a cover letter, resume, two writing samples, and three professional references to Alison Barkoff, Director of Advocacy, at [abarkoff@cpr-us.org](mailto:abarkoff@cpr-us.org), with "Application for Policy Associate" in the subject line. Applications will be accepted and reviewed immediately. The position will remain open until filled. The Center is an equal opportunity employer and highly values diversity in its staff. Persons with disabilities and people who are members of minority groups are strongly encouraged to apply.