



Staff Position Announcement

Position: Policy and Advocacy Manager

Type: Part-Time (20-25hrs per week), Remote

Location: National

Salary: \$35,000

Start Date: January 2025

About COLAGE

Founded in 1990 under the name "Just For Us," COLAGE (originally Children of Lesbians and Gays Everywhere) began with a group of six young people with lesbian and gay parents. The experience at their first meeting was revolutionary, and they wanted to share similar experiences with other COLAGERS. Today, COLAGE is the only national organization dedicated to the empowerment of people with LGBTQ+ parents and caregivers. For over 30 years, COLAGE has been building a hub of community and activism for and by children of queer parents.

Position Overview

The Policy and Advocacy Manager is a member of the Policy and Advocacy Department and will report to the Executive Director. Our policy work focuses on the experiences of people with LGBTQ+ parents and their families with an intersectional emphasis on racial, economic, reproductive, and disability justice, and we need someone who can authentically and boldly lead us forward as we work to legally protect our community. COLAGE is currently deepening our engagement in this space, focusing on what we call [The Queerspawn Agenda](#), three of the biggest issues we'd like to tackle as a community. You'll lead and grow our policy and advocacy working group, coordinate and build relationships with our organizational partners, represent COLAGE in coalition meetings, and advise the Executive Director on policy issues as they arise.

Most importantly, the Policy and Advocacy Manager will be committed to [the values of our organization](#) and integrate well with our diverse team. It is much easier to write or say the right things than it is to do them. COLAGE is a small but mighty organization that is in the process of growing, but we want to do so sustainably and with staff that are ideologically aligned with our ethos.

What You'll Do

- Lead COLAGE's policy and advocacy working group;
- Track positive and negative legislation impacting our community with a focus on our big three policy priorities;
- Assist the Executive Director in writing policy-focused materials, including testimony, advocacy materials, white papers, etc.;
- Assist with planning and execution of educational webinars for our community across multiple issue areas;
- Represent COLAGE in and/or lead coalition meetings with organizational partners across multiple issue areas; and
- Collaborate with the Development Director and Executive Director on funding opportunities rooted in COLAGE's policy and advocacy portfolio.

What We Need

- At least two (2) years of experience as an organizer or advocate;
- Superb organizational and time management skills;
- General knowledge of how the legislative process works in states and federally;
- Experience writing legislative testimony and/or making textual arguments;
- Experience coalition building across a broad array of issue areas;
- The ability to quickly pick up on new ideas and information and think on your feet;
- Strong people skills, emotional intelligence, and an aptitude to work well with a close-knit team;
- The ability to work in front of a computer screen for a majority of your work day;
- Fluency in English;
- A U.S. citizen or permanent resident able to legally work in the U.S.; and
- Demonstrated interest in the mission and values of COLAGE.

What We'd Prefer

- Experience living in or working with LGBTQ+ families;
- Experience working with young people; and
- A recent law school graduate and/or familiarity with family law.

Our Benefits

- Flexible schedule and remote work;
- Unlimited paid time off (PTO) for vacation, personal, sick, and safe days;
- Twelve (12) weeks paid family leave; and
- A collaborative working environment where we live our values and make collective decisions (but actually).

The Process

To apply, please send your cover letter, resume, a recent sample (or two) of relevant work that you're proud of, and at least two professional references in a single PDF to hire@colage.org. Please use the subject "COLAGE Policy and Advocacy Manager" in your email so that it is properly sorted. Please submit your application by November 15th, 2024.

Our team is anticipating three interviews during this process. An initial skills interview with our Executive Director, a second round interview with the Development Director and a member of our Youth Action Board regarding organizational culture, a short skills test, and a final round interview with members of our Executive Board. We do not want this interview process to be vague or overly burdensome as we understand how frustrating job hunting can be in our current economic system/climate and commit to transparent and timely communication with all applicants.

Finally, COLAGErs hold a unique place within the LGBTQ+ community, and COLAGE programming is entirely for us, by us. As a result, people with at least one LGBTQ+ parent or caregiver are strongly encouraged to apply.

COLAGE is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. COLAGE strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic predisposition or carrier status, arrest record, and any other characteristic protected by law.