



Position Opening: POLICY ASSOCIATE

Introduction: The Michigan AFL-CIO is a non-profit federation of labor unions that represents over 1 million working Michiganders. Its affiliated non-profit organization, Michigan AFL-CIO Advocates, is a 501(c)(4) non-profit organization established in 2019 whose mission is to unite labor leaders, policy makers, and the general public to educate and advocate around policies, programs and projects that can bring economic justice to the workplace and social justice to Michigan communities.

The Michigan AFL-CIO is seeking to hire two, part-time Policy Associates for each of the fall, spring, and summer college semesters. The position will report to the Executive Director of Michigan AFL-CIO Advocates and work in conjunction with the Michigan AFL-CIO Director of Government Affairs and Chief of Staff.

Duties and Responsibilities:

- Collaborating with the Director of Government Affairs and senior leadership in cultivating and building powerful relationships with key policymakers and influencers in state and local government in service of our policy agenda and our affiliates
- Drafting, editing, and analyzing local, state and federal policies, ordinances, laws and regulations at the local, state and federal level
- Coordinating with *Michigan AFL-CIO Advocates* in organizing local elected officials to advocate for pro-labor changes in state and federal policy
- Assisting in the development of the Municipal Solidarity Index project, recruiting new communities to pass pro-labor policy priorities, scoring municipalities and publicizing the results to encourage policymakers to adopt pro-labor policies
- Recruiting local resolutions in municipalities across Michigan to support policy objectives of the National AFL-CIO and state federation
- Assisting in communicating the importance of pro-labor policies and the impact that negative policies will have on union members, working families and the general public

Time Commitment and Compensation:

Policy Associates are a component of the Michigan AFL-CIO's paid fellowship program. Those seeking this part-time, paid opportunity are expected to contribute a minimum of 10 hours per week, though availability for 20 hours per week is preferred. Associates are expected to work 12-14 weeks on periods consistent with fall, spring and summer college semester schedules. Associates are expected to have availability during normal business hours. The program is currently virtual, but in-person options based out of Lansing are available.

Education, Experience and Skills:

- College students (undergraduate or masters) with a minimum undergraduate sophomore standing
- Interest in the labor movement and progressive politics
- Strong writing skills
- Proficiency with google sheets
- Graphic design background in InDesign or Photoshop (optional)



Other requirements:

- Work collaboratively and be comfortable interfacing with other departments
- Have comfort speaking to people over the phone
- Demonstrate a positive and outgoing personality

How to Apply: Please submit a resumé, brief cover letter, and two references to advocates@miaflcio.org. Applications will be considered on a rolling basis.

Compensation: Associate positions are part of the Michigan AFL-CIO fellowship program and pay \$15 per hour

