



Position: Researcher Assistant, Policy

Pay: Commensurate with experience

Benefits: 15 paid vacation days; 12 paid holidays; paid sick leave; paid paternity leave; healthcare stipend

Full-time/part-time: Full time; occasional evening/weekend events and travel

Permanent/Temporary: Permanent

Job location: In-office

About Idaho Family Policy Center

Idaho Family Policy Center is a 501(c)(3) non-profit ministry that advances the lordship of Christ in the public square through engaging the church, promoting God-honoring public policy, and training statesmen.

Research Assistant, Policy

You will be responsible for supporting the president and other team members through policy research, monitoring current events, tracking legislative activities, working with outside organizations and public officials, and responding to public inquiries and concerns. Strong verbal and written communication skills are essential. Previous education or experience in public policy or government affairs is preferred.

Responsibilities:

- Policy research, analysis, and writing (80%)
 - Conducting policy research to advance policy priorities in key issue areas (including abortion, physician-assisted suicide, gender identity, sexual orientation, adoption and foster care, parental rights, religious freedom, free speech, economic opportunity, and drug policy)
 - Content creation (including news articles, op-eds, email newsletters, talking points, and video scripts) relating to key issue areas
 - Drafting policy papers, including position papers, whitepapers, and backgrounders
 - Analyzing and tracking legislative bills within key issue areas

- Miscellaneous tasks and office support (20%)
 - Providing support for IFPC events and public trainings, including planning, logistics, set up, and tear down
 - Assisting with office operations, including CRM management and answering/responding to incoming emails, mail, and phone calls
 - Increasing awareness of organizational programs with the goal of growing fundraising base
 - Supporting the office of the President in matters relating to the mission of the organization

To apply, please submit your cover letter and resume to info@idahofamily.org. Your cover letter should indicate that you are a mature Evangelical Christian, involved with a local church, and agree with the IFPC mission, statement of faith, and key issue positions.