

Position: Policy Assistant

Pay: \$55,000 - \$65,000 annual salary, commensurate with experience

Type: Full-time (45+ hours per week); occasional evening/weekend events and travel

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

Job Location: Boise, ID

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.

Policy Assistant

Under the supervision of the Policy Director, and in coordination with other team members, the Policy Assistant is an entry-level role that provides support for the organization's public policy efforts.

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 training, including planning, logistics, set up, and tear down.
 - Assisting with office operations, including CRM management
 - Other tasks as assigned by the President or Chief-of-Staff

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.

Updated September 9, 2025