

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

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 promoting God-honoring public policy, engaging the church on cultural issues, and training statesmen to advocate biblical values.

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.

Required Qualifications

- Bachelor's or graduate degree in a pertinent field of study such as political science, journalism, theology, philosophy or government
- Understands biblical worldview application to public policy and messaging
- Internships, fellowships, or other work experience in congressional or legislative offices, political campaigns, public interest lobbying, or think tanks
- Proven skillset in writing and verbal communications

Job 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, as needed
- Other tasks as assigned by the President or Executive Vice President

To apply, please submit your cover letter and resume to Katie@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.