



CIOGC Civic Engagement Advocacy/ Policy Coordinator

Full-time position (40 hours a week)

Qualifications / Roles

- Undergraduate/ Graduate Degree in political science preferred.
- Minimum of five years of experience in legislative affairs and processes.
- Strong understanding of government structures and the overall policy-making process.
- Strong verbal and written communication abilities.
- Ability to work with diverse communities, and organizations.
- Problem-solver who thinks creatively, strategically, and outside-the-box.
- Ability to support the management of multiple legislative issues simultaneously and meet deadlines.
- Ability and willingness to learn new skills / Collaborate and work as a strong team member.
- Ability to develop short term and long-term goals for the Illinois Muslim Community.
- Ability to produce final products that are complete, clear, edited, visually appealing and professional.

Responsibilities

- Research and identify key existing legislations each year pertinent to local, state, and national Issues, in execution of all legislative strategies.
- Report directly to Executive Director of Legislative Affairs with each development and milestone in the legislative advocacy process.
- Accompany Executive Director to all meetings with partners and elected officials.
- Maintaining professional correspondence with partner organizations and elected officials.
- Foster professional relationships with partner organizations and elected officials.
- Schedule and attend regular trips to Springfield to meet with legislators.

Compensation

- Access to reliable transportation
- Commensurate with experience

To apply: Email at info@ciogc.org or call 312.506.0070

The CIOGC is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.