



**Maine Equal Justice is hiring a Policy Advocate to  
Help us Improve Consumer Rights and Access to Affordable Housing!**

**Job Summary:** Maine Equal Justice has an immediate opening for a passionate, mission-driven individual for a full-time Policy Advocate. This position is focused on improving consumer rights and access to affordable housing and is responsible for conducting research and analysis of laws and regulations and their impact on low-income populations, designing and assessing policy options and opportunities for systemic change to improve people's lives, and providing information to policymakers and other organizations toward that end.

Maine Equal Justice is a nonprofit legal aid and economic justice organization located in Augusta, Maine that represents the interests of people with low income in the State Legislature, before the courts and administrative agencies, and through outreach and education in the community. Maine Equal Justice works to increase economic security, opportunity, and equity in Maine, ensuring that people can access adequate health care, food, income security, and higher education and training.

**Representative Tasks:**

- Works with directly impacted community members to identify and advance policy changes to improve consumer rights and increase access to affordable housing for people with low income in Maine through legislative, administrative, and litigation advocacy.
- Evaluates status of the law and opportunity for policy changes.
- Assists in preparing memoranda outlining policy issues, and other written materials for policy makers.
- Conducts legislative advocacy, including testifying before legislative committees and lobbying.
- Advocates with state agency staff and negotiates on policy issues.
- Assists in drafting legislation and preparing comments on agency rulemaking.
- Participates in collaborative efforts with other advocacy organizations and other stakeholders, including participation in community lawyering efforts.
- Monitors and documents application and impact of policy through collaboration with organizing and legal staff, information exchange with other organizations, and other information sources.

**Knowledge, Skills, and Abilities:**

- Commitment to and clear analysis of economic and racial justice and the ability to incorporate that analysis into their work.
- Knowledge of issues and initiatives that affect low-income people.
- Knowledge of methods of policy analysis.
- Strong political judgment and problem-solving skills.
- Comfort with and strong skills in public speaking and oral communication.
- Knowledge of applicable state and federal laws, rules, and regulations.

- Ability to write clearly, persuasively, and logically.
- Ability to work in a collaborative, rapid-paced environment.
- Ability to work sensitively with individuals/families with low income.
- Ability to work with a variety of individuals in coalition/teams.
- Ability to negotiate.
- Lived experience with issue areas MEJ works on are a plus.

**Minimum qualifications:**

A three (3) year combination of education, training, and/or experience in government programs, policy analysis, and working on issues affecting people with low income.

**Licensing/Registration/Certification Requirements:** None. Law degree is a plus but not required.

**Special Requirements:** Ability to work extended hours in the evening and on weekends when necessary, particularly during the legislative session.

**Salary and Benefits:** Salary range of 58,000-62,000 based on experience. Health and dental insurance are provided, with premiums and deductibles mostly covered by employer. MEJ offers retirement accounts with an annual employer contribution, generous vacation time (five weeks vacation in first year of employment), generous sick time, and 14 paid holidays per year.

**To apply:** Submit a letter of interest and a resume addressed to Robyn Merrill, Executive Director, and emailed to [admin@mejp.org](mailto:admin@mejp.org) (PDF's preferred). Applications will be accepted until **August 31, 2022**. More information about Maine Equal Justice can be found at [www.MaineEqualJustice.org](http://www.MaineEqualJustice.org). We encourage people of color, members of the LGBTQ community, and those with lived experience of poverty to apply. Maine Equal Justice is an Equal Opportunity Employer.