

**Maine Equal Justice  
Advocacy and Programs Director  
Job Posting**

Would you like to join a collaborative and dedicated group of professionals working to advance economic and racial justice in Maine through policy advocacy, legal services, and community organizing?

**Job Summary:** This position oversees Maine Equal Justice’s advocacy initiatives, helping develop policy goals and guiding the design and execution of work plans to achieve those goals. The position provides guidance and support to members of the policy team and works to ensure that staff across the organization are effectively working together to achieve policy goals.

**About Maine Equal Justice:** 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 organizing in the community. Maine Equal Justice strives to increase economic security, opportunity, and equity in Maine and focuses its work on many of the issues that affect people’s daily lives – access to affordable health care, housing, food, and income security.

**Areas of Responsibility:**

**Guides and oversees the development of policy goals and the design and execution of work plans to achieve those goals.** Helps guide initiatives from the start to ensure the policy team has a coordinated and realistic workplan, clear strategies, and can effectively meet agreed upon milestones and deadlines. Tracks and measures the impact of policy initiatives.

**Supports and guides the policy team.** Cultivates the development of policy area knowledge, advocacy skills, key relationships with decision-makers and community partners, and leadership skills. Provides oversight, supervision, and support for the policy team, ensuring effective and coordinated advocacy. Guides legislative and administrative strategy. Oversees and supports research, the collection of data, and analysis of federal and state laws and regulations to advance policy goals.

**Coalition building and collaboration.** Works to ensure that policy, legal services, and organizing staff are effectively working together to achieve policy goals. Supports coalition work, collaboration, and relationships with external partners and stakeholders, including impacted community members, to achieve meaningful change and to build community power for economic justice.

**Knowledge, Skills, and Abilities:**

- Commitment to and clear analysis of economic and racial justice issues and the ability to incorporate that analysis into their work.
- Team leader and proactive problem solver.
- Politically savvy relationship builder with the ability to work with people across differences.
- Project management, consistent follow-through, and ability to provide support to others to execute projects.

- Knowledge of issues and initiatives that affect low-income people and ability to work with low-income community members and support their leadership.
- Knowledge of anti-poverty programs, including Medicaid, TANF, and SNAP.
- Knowledge of the legislative process with a strong power analysis and strategic thinking.
- Knowledge of State of Maine administrative procedure and rulemaking.
- Ability to analyze federal and state laws and policies and support the drafting of legislation and comments on proposed rules.
- Ability to write and speak clearly, logically, and persuasively.
- Ability to assess potential for success in policy forums and identify strategic opportunities.
- Ability to work in a collaborative, rapid-paced environment.

**Minimum qualifications:** A six (6) year combination of education, training, and/or experience in advocacy, policy and/or legal analysis, and working on issues affecting people with low income. Must have experience managing projects and teams.

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

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

**Salary and Benefits:** \$70,000 - \$80,000/year, based on experience; health, dental, retirement; generous vacation, sick time, and holidays.

**To apply:** Submit a letter of interest and a resume (PDF's preferred) addressed to Robyn Merrill, Executive Director, and emailed to [jstearns@mejp.org](mailto:jstearns@mejp.org). Applications will be accepted until September 14, 2021. 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.