

JOB OPENING:

Policy Fellow, Office for Interfaith and Community Alliance, Islamic Society of North America

Job Summary:

Housed on Capitol Hill, The Islamic Society of North America's (ISNA) Office for Interfaith and Community Alliances (IOICA) is seeking **two** qualified candidates for our newly created Policy Fellowship Program (PFP). The 7-month program gives Fellows the opportunity to shape policy for our organization in one of two policy areas (economic justice and health care), develop interfaith partnerships with other leading faith-based advocacy organizations, and educate the Muslim-American community on how to more effectively engage in the political process from a faith-based perspective. Benefits include one-on-one mentorship, access to top administration officials and Members of Congress, and consistent interaction with other leading faith-based advocacy organizations. Both part-time positions (10-15 hours/week) are paid, run **Feb 1-Aug 31, 2018**, and are located in our Washington, DC office.

About IOICA: ISNA's Office for Interfaith and Community Alliances was formed in 2006 with the intention of building bridges with other faith communities and advancing Islamic values in federal policy spaces. Since its founding over a decade ago, operations have expanded to include civic education and interfaith and intrafaith peace building. Inspired by the Islamic principles of equity and justice, IOICA's policy work is primarily focused upon, but not limited to, economic justice and health care. ISNA is the oldest broad-based Muslim-American organization in North America.

IOICA Vision: An equitable, just, and faith-filled America

IOICA Mission: Work alongside interfaith allies to push for prosperity for all.

Position Title: Policy Fellow (Economic Justice **OR** Health Care Portfolio)

Reports to: Policy Associate / Director, ISNA Office for Interfaith and Community Alliances

Location: Capitol Hill, Washington, D.C.

Status: Part-Time (10-15 Hours / Week)

Duration: February 1–August 31, 2018

Compensation: \$10,000

Primary Responsibilities:

- Track and maintain up-to-date information on federal policy for ONE of IOICA's two primary policy portfolios—economic justice and health care*.
- Develop resources for faith-based federal policy advocacy. Resources may include, but are not limited to e-updates, factsheets, reports, policy statements, and press releases.

- Attend faith-based coalition meetings, policy briefings, and congressional hearings related to policy portfolio
- Manage IOICA communications, including constituent emails, event invites, conference logistics, media requests, general office inquiries, and formal letters to Members of Congress
- Manage social media accounts (twitter and facebook) and listserves
- Create and facilitate civic engagement trainings for Muslim communities throughout the country
- Photograph events, and manage various audio and visual media for internal reports and external office communications
- Provide administrative support, including IOICA guest reception and general office management
- Support staff with development efforts, including donor database upkeep, event management, and grant applications
- Regional and national travel opportunities may also be available to Fellows with interest and schedule availability
- Additional responsibilities may also be required during the duration of the fellowship

*Note that IOICA's economic justice policy portfolio encompasses issues related to taxes, the budget, and wages. IOICA's health care policy portfolio consists of issues related to health care, gun violence, and climate change.

Qualifications:

Education:

- Undergraduate degree in political science, international relations, economics, journalism, sociology, anthropology, or other related fields
- Currently enrolled in a graduate degree program related to IOICA's policy portfolio; applicants with an existing graduate degree will also be considered

Skills:

- Previous experience working on policy advocacy/analysis, political campaigns, or with the media
- Previous experience working on interfaith initiatives or with faith-based communities
- Experience within the Muslim-American community
- Ability to write clearly and concisely in a timely manner
- Proactive in approach to work responsibilities; strong teamwork orientation
- Highly organized and ability to meet multiple deadlines in a fast-paced environment
- Excellent communication and relationship-building skills
- High emotional quotient, with a particularly strong ability to empathize
- Great sense of humor
- Knowledge of federal policy and the legislative process is a plus

Interests:

- Strong social justice orientation; interest in Islamic teachings related to social justice is a plus
- Faith-based advocacy
- Civic engagement within the Muslim community
- Career advancement in policy and/or advocacy spaces

Hiring Practices:

To help build and maintain a diverse team, IOICA actively seeks candidates from a wide variety of backgrounds. We do not discriminate on the basis of race, color, creed, sex, sexual orientation, gender identity, religion, national origin, age, ancestry, disability, use of a guide or support animal, veteran status, or any other basis prohibited by applicable law.

Application Process/Deadline:

By **January 15**, email your resume, a letter of interest, and a 3-5 page writing sample to Jobs@ISNA.net, with the email subject line: IOICA Policy Fellowship Program Application-____First Name____, ____Last Name____