



Position: Political and Policy Coordinator

Type: Full-time

Reports to: Political Director

Location: Denver (Hybrid)

Application posted: 8/14/2025

Application deadline: Priority will be given to applications received by **11:59 p.m. on August 28, 2025**. Applications will be reviewed on a rolling basis after that date until the position is filled.

THE ORGANIZATION

One Colorado is a statewide advocacy organization dedicated to secure and protect equality and opportunity for lesbian, gay, bisexual, transgender, queer (LGBTQIA+) Coloradans and their families. One Colorado's vision is a fair and just Colorado for all.

One Colorado is comprised of three organizations: One Colorado Education Fund, a 501(c)(3) that will lead the organization's public education and awareness efforts; One Colorado, a 501(c)(4) that will lead the organization's lobbying and advocacy efforts; and One Colorado PAC, a state political committee that will support the organization's political endorsements.

THE POSITION

One Colorado is hiring a Political & Policy Coordinator to help translate big-picture policy goals into clear, accessible tools and training that support community-led advocacy. This role supports our shift from doing advocacy for people to helping LGBTQIA+ Coloradans advocate for themselves. You'll develop resources, support political education, and strengthen alignment across teams, coalitions, and communities.

We're looking for someone who is curious, collaborative, and committed to equity, someone who believes that knowledge should build power, not gatekeep it. This isn't a strategist or spokesperson role; it's a hands-on opportunity to help others learn, lead, and take action. Ideal candidates may come from classrooms, community centers, or campaign space; what matters most is your ability to connect, translate, and support others. This is a growth role with mentorship from the Political Director and room to shape the future of LGBTQIA+ advocacy in Colorado.

JOB RESPONSIBILITIES

The Political & Policy Coordinator is responsible for the following, and other duties as assigned:

Legislative & Policy Support

- Draft internal briefs, one-pagers, and talking points that translate legislation, policy developments, and political strategy into clear, accessible language for use across teams and with community partners in collaboration with the Development and Communications Manager
- Support the Political Director in tracking legislation, rulemaking, public comment opportunities, and stakeholder processes
- Help prepare for legislative campaigns by organizing materials, scheduling, and supporting coordination across staff and coalition partners
- Maintain bill tracking documents, story banks, and key message repositories in collaboration with the communications and field teams



Education & Resource Building

- Design and co-facilitate trainings, presentations, and workshops that help staff, volunteers, and partner organizations understand the landscape of LGBTQIA+ policy in Colorado
- Develop educational materials including fact sheets, talking points, and policy explainers for use in outreach, organizing, and online content
- Support the Colorado Field Organizer by creating tools, policy information, and prep materials to help community members deliver compelling legislative testimony and advocacy
- Build toolkits, templates, and other resources that help local leaders and volunteers take action in their own communities
- Assist with content development for One Colorado's website, emails, and other channels related to policy education and advocacy

Cross-Team Coordination

- Serve as a connector between the Political Director and other internal teams to ensure legislative, legal and policy updates, campaign goals, and timelines are clearly communicated and integrated across departments
- Bridge the gap between Youth & Schools, Health Equity, and One Colorado's POP team by facilitating communication, fostering collaboration, and supporting the development of local advocacy resource guides to advance inclusive policies.
- Assist with the coordination and preparation for Lobby Day, town halls, and policy roundtables, including material development, scheduling support, and on-site facilitation
- Participate in staff meetings, planning sessions, and cross-functional initiatives that advance One Colorado's political and advocacy work
- Collaborate with the Development and Communications team to align messaging, support storytelling efforts related to policy and/or advocacy wins, and ensure campaign materials and outreach reflect our current efforts

Community Engagement & External Support

- Attend public hearings, coalition meetings, or administrative briefings on behalf of the Political Director when needed
- Support community leaders and volunteers in preparing testimony or letters to the editor aligned with One Colorado's policy goals
- Assist with rapid response efforts during critical legislative or political moments
- Help build trust and access by ensuring our materials reflect the lived experience and values of LGBTQIA+ Coloradans, especially BIPOC and rural communities

EXPERIENCE & KEY COMPETENCIES

Candidates should have at least **2–3 years of relevant experience** in community advocacy, education, policy work, or organizing. Required qualifications may come from a degree, formal employment, community leadership, volunteer work, or other lived and learned experience. We are especially interested in candidates who bring creativity, curiosity, and a commitment to LGBTQIA+ liberation, not just traditional policy or campaign resums.

We're looking for someone who is:



- A clear communicator who can translate complex information into useful tools for a wide range of audiences
- An experienced facilitator or educator, whether in a classroom, a community space, or a training room, who enjoys helping others learn and take action
- Organized and detail-oriented, with the ability to manage multiple priorities, meet deadlines, and follow through on projects
- A collaborative team player who can coordinate across departments and navigate multiple lines of communication
- Curious and eager to learn, especially when it comes to LGBTQIA+ policy, community-led advocacy, and the systems that shape our lives
- Grounded in values of equity, racial justice, and collective power
- Comfortable using or learning platforms like Google Suite, Slack, EveryAction, or Impactive

Preferred (but not required) qualifications:

- Experience with legislation, public policy, organizing, or advocacy work; whether in a paid, volunteer, or lived experience context
- Familiarity with the Colorado legislative or political landscape
- Bilingual in English and Spanish

This role is designed to grow. The Political Director will provide regular mentorship and support to help the Political & Policy Coordinator deepen their skills, expand their responsibilities, and pursue future opportunities for leadership at One Colorado.

COMPENSATION

The salary range is [\$52,500 - \$57,000]. One Colorado offers a full benefits package with medical, dental, retirement plan with partial employer match, generous holiday and paid time-off benefits, professional development budget, mileage reimbursement, and cell phone reimbursement. One Colorado covers 100% of your life insurance, medical and dental benefits.

TO APPLY

Email Ian Whalen, Operations and Advocacy Manager, at ianw@one-colorado.org. Include **Political & Policy Coordinator** in the subject line and attach:

- Your **resume**
- Responses to the three questions below in a document (in place of a traditional cover letter). Responses can be brief; no more than **300 words each**.

At One Colorado, we believe lived experience is a vital form of expertise.

We value leaders who bring insight from their own communities, identities, and experiences; especially those who are often excluded from traditional policy and advocacy spaces. These questions help us understand not just what you've done, but how you think, what you care about, and how you show up in movement work.

1. Lived experience

One Colorado's work is deeply rooted in the lived experiences of LGBTQIA+ people, especially those who are Black, Indigenous, people of color, trans, nonbinary, disabled, or rural. Please share how your own identities and experiences shape the lens you bring to advocacy, policy, or community work. (There is no right answer. We ask this to understand how you show up in this work and why it matters to you.)



2. Making the Complex Clear

Choose a policy, law, or system (local, national, or global) and explain it like you're talking to a friend or community member who is unfamiliar with the issue.

3. Facilitation in action

Share a story about a time you guided a group to learn something new or take action. What was your role, and what approaches or tools did you use to help them succeed?

Applications will be accepted until 11:59 p.m. on August 28, 2025 or until the position is filled.

Incomplete or late applications will not be considered.

COMMITMENT TO EQUAL EMPLOYMENT

One Colorado is an aggressive advocate of inclusivity and welcomes applicants from all backgrounds – particularly people of color, women, LGBTQIA+ people, immigrants or refugees, people with disabilities, and people from low- or moderate-incomes.

One Colorado is an equal opportunity employer and services provider. This non-discrimination policy applies to all aspects of the organization, including recruitment, employment, persons served, volunteers, and board service. The Organization does not discriminate in its employment decisions or provision of services on the basis of race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, height, weight, disability status, veteran status, military obligations, marital status, and political party affiliation, or on any other basis that would be in violation of any applicable federal, state, or local law.