

**Keystone Policy Fellowship  
Keystone Policy Center  
Position Description**

An application period is now open for the Keystone Policy Fellowship with an emphasis on agriculture policy. Please find more information about the fellowship and the position description by visiting the Policy Fellowship page on our website, [www.keystone.org](http://www.keystone.org).

**Summary:**

The Keystone Policy Fellowship has provided opportunities for candidates to work on a variety of projects in agriculture, energy, environmental, and educational policy arenas. The Policy Fellow will gain exposure to the consensus building practice through working in teams made up of facilitators and other professionals with significant experience in the field, helping to support a dynamic multi-party process along the way. The Policy Fellow will have the opportunity to be a part of several projects, mainly focused on agricultural policy, but also spanning across all of our public policy sectors. The fellowship provides an opportunity for individuals to explore the field of public policy facilitation and develop professionally while exploring the mission, vision, and core values of the Keystone Policy Center.

Scope of Responsibilities:

- Taking meeting notes and drafting meeting summaries;
- Overseeing and coordinating project logistics;
- Developing meeting agendas and addressing general process issues;
- Interacting with participants and funders;
- Supporting project development efforts, including developing work plans and budgets and conducting research;
- Helping to coordinate project teams;
- Facilitating small sized collaborative discussions;
- Coordinating with other members of each project team to ensure work is tracking with project needs;
- Assisting with management of project contact lists, web platforms, and other tools;
- Assist with tracking, recruiting, and communication with project participants to include drafting correspondence, tracking responses, disseminating information and otherwise serving as a point of contact; and
- Proofing, editing, and formatting documents such as marketing materials, meeting summaries, reports, agendas and fact sheets.

Required Qualifications and Expectations:

- Hold a bachelor's degree or equivalent from four-year college;
- Have a particular interest in the field of collaborative problem solving and policy development, particularly as it relates to agriculture;
- Be willing to travel if and when needed;
- Strong written and verbal communication skills;
- Work effectively with supervisors and colleagues;
- Have enthusiasm for the work;
- Desire to learn and strengthen research, communication, and group facilitation skills; and
- Work both independently and with a team.



**Time commitment:** 1 year, full-time commitment; estimated start date is mid-August, 2018.

**Compensation:** This is a salaried position with full benefits.

**Location:** Keystone, Colorado

**Supervisory Responsibility:** This position has no supervisory responsibilities.

**Work Environment:** This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, etc.

**Position Type and Expected Hours of Work:** This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Travel:** Travel is expected for this position and dependent on project assignments.

**Additional Eligibility Qualifications:** None required for this position.

**EEO Statement:** In order to provide equal employment and advancement opportunities to all individuals, employment decisions at The Keystone Center will be based on merit, qualifications, and abilities. The Keystone Center is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, sexual orientation, gender reassignment, national origin, disability, age or any other characteristic protected by law (referred to as "protected status").

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Application Requirements:**

1. Cover Letter
2. Resume
3. Writing Sample – Please provide a sample of your writing within the past 12 months that is related to one of Keystone’s issue areas or relevant policy and conflict management topics.
4. References – Please provide at least two references from current or former employers, faculty members from your bachelor’s degree granting institution, or others who can speak to your professional qualifications for this position. Keystone will not accept personal references.

Please submit your application to Sue Wilcox at [swilcox@keystone.org](mailto:swilcox@keystone.org) no later than close of business May 22, 2018.