



Keystone Policy Fellowship Keystone Policy Center Position Description

An application period is now open for the Keystone Policy Fellowship. Please find more information about the fellowship by visiting the Policy Fellowship page on our website, 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 that span across all 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 coordinate project teams;
- Facilitating small sized collaborative discussions;
- Coordinating with members of each project team to ensure work is tracking with project needs;
- Assist 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;
- Proofing, editing, and formatting documents such as marketing materials, meeting summaries, reports, agendas and fact sheets; and
- Assisting with social media and remote/online meeting platform management.

Required Qualifications and Expectations:

- Bachelor's degree or equivalent from four-year college;
- Particular interest in the field of collaborative problem solving and policy development, particularly as it relates to the emphasis area noted above;
- Willing to travel if and when needed;
- Strong written and verbal communication skills; including ability to take comprehensive discussion notes;
- Work effectively with supervisors and colleagues;
- Enthusiasm for the work;
- Desire to learn and strengthen research, communication, and group facilitation skills;
- Ability to work both independently and with a team.
- Ability to work productively in a remote position, both on independent tasks and through collaborative online platforms (given the current pandemic, this position will, at least initially, be primarily a remote position);
- Social media skills; comfort with Twitter and Facebook; and
- Exercises discretion, diplomacy and good judgement as a third party working on controversial topics.



Time commitment: 1- year, full-time commitment; opportunity for an additional 1-year extension pending performance and mutual interest of Keystone and fellow.

Compensation: The annual salary for this position is \$42,000 plus benefits.

Location: 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. Given the current pandemic, the fellow is expected to provide his/her own adequate remote working environment.

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. Given the current pandemic, project travel will occur only with approval of Keystone leadership, and most meetings will be held virtually until conditions improve.

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 no later than close of business Monday, February 8, 2021.