**Position:** Public Policy Liaison  
**Reports to:** Director of Legal Services  
**Classification:** Exempt, Full-Time (36 hours/week)  
**Revised date:** October 12, 2022

**PUBLIC POLICY LIAISON**  
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**About Disability Law Colorado**

Disability Law Colorado (DLC) is a statewide, nonprofit legal organization dedicated to advancing the rights of Coloradans with disabilities. DLC works to achieve fairness and justice for people with disabilities through advocacy, litigation, policy leadership, education, and outreach. As Colorado’s designated Protection and Advocacy System (P&A), we use our federal authority to serve clients with disabilities—everywhere from nursing homes to prisons, schools to voting booths. DLC operates eight federally mandated P&A programs for people with disabilities and hosts three Older Americans Act programs. For more information about DLC, please visit: [http://www.disabilitylawco.org](http://www.disabilitylawco.org).

**POSITION OVERVIEW**

The Public Policy Liaison provides expertise and leadership to Disability Law Colorado to ensure that Coloradans with disabilities will thrive in their communities and influence policies for the better. The liaison coordinates public policy efforts within Disability Law Colorado, serves as one of DLC’s primary voices for legislation, leads lobbying for DLC’s protection and advocacy programs, ensures compliance with lobbying regulations and restrictions, represents DLC within the national protection and advocacy network’s policy group, and forges strategic alliances with other policy organizations and stakeholders.
REPORTING RELATIONSHIPS
The Public Policy Liaison reports directly to the Director of Legal Services. The liaison has no direct reports and is expected to work collaboratively across the organization.

PRIMARY RESPONSIBILITIES
The following duties are an overview of the primary duties and responsibilities of the Public Policy Liaison and should not be considered an all-inclusive list:

- Provides strategic direction and leadership in implementing DLC’s public policy efforts at the state and federal levels.
- In collaboration with the Director of Legal Services and team leads, oversees the planning, development, coordination, and implementation of DLC’s overall public policy agenda and ensures that DLC’s mission, priorities, and interests are promoted.
- Educates policymakers on policy issues, legislation, and proposals, as well as the potential impacts on people with disabilities.
- In collaboration with the Director of Legal Services and team leaders, oversees the protection and advocacy program’s lobbying efforts with the state legislature, including coordinating staff efforts and implementation.
- Monitors, tracks, and prepares informational testimony before committees and/or public hearings consistent with DLC’s mission and values.
- Analyzes proposed legislation and regulatory/policy changes impacting the rights of individuals with disabilities. Systematically tracks legislation and develops/recommends official positions to be taken by DLC.
- Identifies potential conflicts of interest between the protection and advocacy program and DLC’s role as a host agency for the Older Americans Act programs.
- Maintains current knowledge of restrictions and reporting requirements relating to the lobbying efforts of a nonprofit 501(c)(3) organization; ensures compliance with applicable state and federal lobbying laws and regulations; prepares and submit lobbying reports and ensures organization-wide compliance with reporting; and takes corrective action, as necessary.
- Participates in various outreach activities, including coordination with the Director of Development and Marketing and the Outreach and Communications Manager related to public and media relations.
- Assists with grant writing, grant reporting, and implementation as requested by the Director of Legal Services and/or Executive Director.
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- Coordinates get-out-the-vote efforts and resource development with the Director of Legal Services and grants manager for the Help America Vote Act (HAVA).
- Builds strategic alliances by maintaining positive working relationships and conducting outreach to key organizations that advocate on behalf of Coloradans with disabilities and elders.
- Assists the Director of Legal Services with developing the internal policies of DLC related to public policy matters.
- Assists with the development and production of DLC’s publications related to public policy.
- Represents DLC within the public policy efforts of the National Disability Rights Network (NDRN).
- Attends Board meetings, as requested by the Director of Legal Services and/or Executive Director.
- Consistently promotes a professional image of DLC.
- Communicates clearly and frequently with the Director of Legal Services, Executive Director, leadership team, team leaders, staff, and the Board about activities, duties, and developments.
- Works collaboratively in a team environment with a spirit of cooperation.
- Exercises discretion, independent judgment, and ethical approaches in job performance.
- Performs other duties, as assigned.

REQUIRED QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must also possess these qualifications:
- Bachelor’s degree and two or more years of experience in public policy advocacy, lobbying, or working on staff to the legislature. Equivalent combination of education and experience also acceptable.
- At least three years of experience successfully developing legislative concepts, legislation, and advocacy strategies, including working with coalitions in Colorado.
- Extensive knowledge of the legislative process and public policy development, including at least six months of experience working on policy issues affecting disability, elder, or other marginalized populations.
- Strong networking and excellent written and verbal communication skills, including the ability to build and sustain relationships.
• Ability to travel and work nonstandard hours, as needed.
• Compliance with the Colorado Rules of Professional Conduct and NDRN’s standards.
• Ability to organize and prioritize work and meet deadlines under time pressure or other constraints.
• Ability to generate content, edit content, and develop both printed and multimedia materials.
• Proficient in Microsoft Suite applications, as well as Zoom, databases (e.g., Salsa or other CRMs), and basic office equipment usage.
• Capacity to work independently and under general supervision in a hybrid or remote work environment.
• Passion for and dedication to DLC’s mission.
• Ability to register as a lobbyist in the state of Colorado within 30 days of hire, if not already registered. Ability to remain in good standing as a lobbyist.

PREFERRED QUALIFICATIONS
The following qualifications are highly desired to advance DLC’s work, but they are not required:
• Bilingual or multilingual.
• Graduate degree related to public policy, law, social work, or another relevant field.
• Member of the Colorado Bar or eligibility for admission within one year of hire.
• Five years of experience working as a volunteer or professional lobbyist.
• Five years of experience working in community engagement or outreach.
• Two years of experience working for a nonprofit focused on disability or elder issues.
• Two years of experience practicing as a lawyer.
• Expertise in planning and executing advocacy strategies specific to disability policy.
• Expertise in developing messaging in accessible and culturally responsive formats.

WORK ENVIRONMENT
Applicants for this position must live within Colorado or be willing to relocate to Colorado before they begin the position.
DLC is promoting a mostly remote work environment, with the understanding that employees will travel and meet in person as needed for conducting their job functions and collaborating with other staff members, the Board, clients, and partners. (DLC currently has office space in Denver, which is available for employees’ use.) DLC provides equipment to employees to work successfully in a remote environment, including, but not limited to, laptops and phones.

The legislative liaison will have more in-person work than many DLC staff members because of the need to develop legislative and coalition relationships, understand the shifting dynamics of bills, and provide testimony.

DLC provides reasonable accommodations to enable individuals with disabilities to perform the essential functions of their jobs and participate in the recruitment and interview processes. For support with the application process, please contact Esther Brieno at ebrieno@disabilitylawco.org.

COMPENSATION AND BENEFITS
The hiring range for this position is $64,000-$75,000 annually, depending on experience. (For reference, $68,000 represents DLC’s salary for people with 5 years of experience in the field.) Disability Law Colorado offers competitive salaries; generous leave; and an excellent benefits package, which includes a 403(b)-retirement savings plan and medical, dental, vision, life, and short term and long-term disability insurance. DLC employees also enjoy a 36-hour workweek as full-time employment, as well as flexible hours.

APPLICATION PROCESS
We encourage candidates with disabilities and others with lived experience and diverse backgrounds to apply.

Candidates should submit a cover letter, outlining their interest and qualifications, along with their resume to Esther Brieno at ebrieno@disabilitylawco.org by November 15, 2022, for priority consideration. Candidates wishing to mail or fax their materials, instead, may send them to:

Esther Brieno, Operations Manager
Disability Law Colorado
455 Sherman Street, Suite 130
Denver, CO 80203
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FAX: (303) 722-0720

Disability Law Colorado is committed to providing a work environment that is free of unlawful discrimination and unlawful harassment. Disability Law Colorado’s policy prohibits harassment and discrimination based on age (40 & over); ancestry; national origin or ethnicity; citizenship; immigration status; race; color; hair style or hair texture; marital, registered domestic partner or civil union status; pregnancy and perceived pregnancy (including breastfeeding or related medical conditions); religion; sex; gender, gender identity or expression; sexual orientation or an employer’s perception thereof; wage disclosures; lawful off-duty, off-premises activities; because the person is a victim of a crime, domestic violence, sexual assault or stalking; military or veterans' status; physical or mental disability; family or medical care leave status; or any other basis protected by federal, state, or local law or ordinance or regulation. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.