



ADVOCACY AND SPECIAL PROJECTS ASSOCIATE

Colorado Counties Inc is a membership association that serves Colorado's elected county commissioners. CCI champions the needs of counties so they can successfully respond to the issues facing their communities. Our work is diverse and covers a wide range of areas including: affordable housing, behavioral health, criminal justice, elections, public health and Colorado's response to COVID-19, access to public benefits and Colorado's safety net services, transportation, land use regulation, taxation and tourism.

Position Description:

The primary role of the Advocacy and Special Projects Associate is to support the administrative and advocacy roles of CCI. This position is responsible for updating CCI's membership directory, tracking legislation, attending meetings, editing and compiling CCI's Legislative Report, assisting with CCI's conferences and leading initiatives that add value to county governments and, ultimately, to the citizens of Colorado.

Duties and Responsibilities:

- Assists legislative staff with day-to-day activities
- Coordinates CCI meeting calendar
- Prepares and disseminates steering committee and district agendas and general information
- Compiles county ballot information and results and updates related documents
- Maintains legislative department bill file spreadsheet
- Serves as online meeting administrator and attends and records steering committees
- Maintains CCI website & YouTube Channel
- Prepares, reviews and finalizes memos presentations and other membership correspondence using appropriate software
- Updates CCI County Commissioner Handbook
- Issue and compile membership surveys
- Attend and take notes of different meetings and legislative committee hearings
- Assists with projects as requested
- Assists with summer, winter and other conferences/meetings as assigned
- Serves as a backup to administrative staff
- Assist with legislative fiscal note responses

Required Skills:

- Exceptional organizational skills and attention to detail
- Excellent written and verbal communication skills

- Pro-active, self-starter who looks for and is willing to initiate efforts that will bring value to county governments & their citizens
- Exercises independent judgement, thinks critically and strategically, collaborates with others and follows through to execute projects
- Strong customer service orientation
- Knowledge of Microsoft Office Suite, Zoom and online technologies
- Ability to develop and maintain database records

Desired Skills:

- Experience with legislative, budgetary and/or county/state government is a plus
- Experience using collaborative tools for file storage and sharing, meeting scheduling and virtual collaboration
- Familiarity with WordPress

Organizational Values:

- Inclusive and team-oriented – both internally and externally
- Servant spirit and desire to help
- Dependability
- Personal empowerment to be your best self and to contribute to the success of counties

Reports to:

Legislative Director

Minimum Education /Experience:

Bachelor's degree in related field; or equivalent work-related experience

Salary Range:

\$40,000 - \$45,000

**Please submit your application to Kristin Dunn at kdunn@ccionline.org.
Applications received after 5:00pm on Friday, September 25th will not be considered.**