



Policy Coordinator

The Michigan League of Conservation Voters (LCV) is one of Michigan's largest, most impactful political advocacy organizations tackling drinking water contamination, the rapidly-worsening impacts of climate change, and efforts to undermine our access to the ballot. We are seeking a full-time Policy Coordinator to work within our innovative *Lakes & Pines Institute*, conducting in-depth policy research, developing and refining legislative proposals and serving as a technical resource on key issues including climate, clean water, and voting rights.

The ideal candidate will be a detail-oriented and analytical thinker with strong policy research and writing skills, a working knowledge of legislative processes, and the ability to translate complex issues into clear, actionable policy solutions. This position offers the opportunity to shape high-impact policy at the state level, and play a key role in advancing durable solutions on climate, water, and democracy. This position, alongside a team of tenacious colleagues, will build and amplify the voices of communities of color and other key constituencies who are disproportionately impacted by environmental issues.

About the Michigan League of Conservation Voters

The Michigan League of Conservation Voters is a statewide political organization whose mission is to elect pro-conservation candidates to office and to hold all decision makers accountable for protecting Michigan's drinking water, attacking climate change, and expanding access to the ballot. We work closely with elected officials, business leaders, partner organizations, and advocates from across the state, and we have built a reputation as the leading, non-partisan political voice for Michigan's land, air, and water.

Michigan LCV is an equal opportunity employer. We assure equal treatment in hiring selection, promotion, transfer, compensation, benefits, training, discipline, and other personnel practices and terms or conditions of employment without regard to race, color, religion, sex, age, national origin, height, weight, marital status, genetic testing status, veteran status, disability, sexual orientation, gender status, or any other protected class established by all applicable federal, state and local laws and ordinances.

Job Responsibilities

This position reports to the Director of State Government Affairs, is ideally based in Lansing, and is responsible for the following:

- Conduct in-depth policy research and analysis on climate, clean water, energy, and democracy issues, including tracking emerging trends and best practices
- Develop, draft, and refine legislative proposals, policy memos, fact sheets, and testimony to support Michigan LCV's policy agenda
- Serve as a technical resource for internal teams, lawmakers, and partners by translating complex policy and regulatory issues into clear, actionable recommendations
- Track and analyze legislation, regulatory actions, and budget developments; help maintain up-to-date policy tracking systems and provide regular updates to internal teams

- Support legislative strategy by preparing briefing materials, talking points, and background research for meetings with lawmakers, staff, and coalition partners
- Provide rapid-response analysis and materials on priority issues, including drafting first-round content within tight timelines
- Collaborate with coalition partners, advocates, and subject-matter experts to develop shared policy priorities
- Support public-facing policy communications, including reports, blogs, and educational materials that inform and engage stakeholders
- Participate in all Michigan LCV political election work – doing the hard work of campaigning, including door-to-door canvassing, text and phone banking, and attending campaign events

Qualifications

We are seeking candidates who are tenacious, self-starters, problem-solvers, innovators, and who will live our mission every day. You should have:

- Strong Policy research, analytical, and writing skills, with the ability to synthesize complex information into clear, actionable materials
- Familiarity with legislative and regulatory processes, and an ability to track and analyze policy developments.
- Experience developing policy memos, briefs, testimony, or other written materials for advocacy or decision-making audiences
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and meet tight deadlines
- Passion for environmental advocacy, democracy, and environmental justice
- Ability to work both independently and collaboratively in a fast-paced, politically dynamic environment
- Reliable access to the internet, a phone to use for work purposes, and transportation for travel across the state as well as the ability to participate in campaign activities, either phone banking or canvassing.
- Cultural competence:
 - Demonstrated awareness of one's own cultural identity and the ability to learn and build on varying community norms
 - Ability to make authentic relationships across difference
 - Understanding of how environmental and voting rights issues intersect with racism, economic and social inequality in the U.S.
 - Commitment to equity and inclusion as organizational practice and culture

Compensation & Benefits

Step 1 (0-4 years of paid and direct experience): \$63,860

Step 2 (5+ years of paid and direct experience): \$67,980

Michigan LCV offers a benefits package that includes health, dental, and vision coverage, long-term and short-term disability coverage, life insurance coverage, a retirement savings program, reimbursements for business-related travel, a generous paid time off policy, and a team of smart, funny, and kind colleagues working together to deliver on a mission that matters.

This position is in the bargaining unit for Michigan LCV Workers United and is covered by a collective bargaining agreement.

How to Apply

[Click here to apply.](#) Applications will be reviewed on a rolling basis. If you need accommodation or assistance with our online application, please tell us how we can make this process accessible to you by emailing jobs@michiganlcv.org or by calling us at (734) 222-9650.

We know not all strong candidates will have every skill we list. We still want to hear from you. Research shows that women, non-binary people, disabled people, and people of color are less likely to apply for a position if they don't meet every skill listed. At Michigan LCV, we believe our collective differences enable us to make better decisions, drive innovation, and deliver impactful results. We are committed to creating racial justice and equity within the environmental movement, and we know that begins with us doing the work ourselves.