



LeadMN Policy Leadership Associate Position

Position Description

Hours: Part-time/ contract position from August to May; some weekend and evening hours for LeadMN events are required

Compensation: \$18/ hour; 30 hours a month/ 150 hours per semester

Location: Remote/hybrid position

Reports to: Policy Director

Position Roles and Responsibilities

The LeadMN Policy Leadership Associate supports LeadMN's advocacy and public policy efforts by informing student policy and advocacy communications, supporting advocacy and policy components at LeadMN events, and by engaging in government relations work. The associate will gain familiarity with the structure and process of lawmaking/policy development and to track the progress of a state legislative session from start to finish. They will also gain experience developing and planning policy communications, and take an active role in our LeadMN student Advocacy Committee.

Responsibilities of the LeadMN Policy Leadership Associate:

- Assist in planning student policy communication/content for LeadMN events
- Contribute to LeadMN Policy Pathways newsletter content
- Serve on the LeadMN Advocacy Committee, attend monthly meetings
- Collaborate with the Communications Director, Advocacy and Organizing Teams on stakeholder communication on policy and advocacy initiatives
- Attend LeadMN's Incoming Leadership Training session in August at the LeadMN Office in West St. Paul
- Attend LeadMN's Advocacy Day in February
- Attend LeadMN's Fall and Spring General Assemblies
- Meet weekly/bi-weekly with the Policy Director

Skills and Benefits You Will Gain

- Working knowledge of governance, public policy and systems-level change

- Develop research and writing skills around stakeholder engagement and strategic communication
- Experience creating curated policy content for student newsletter
- Collaboration with a small team in a professional non-profit environment
- Understanding of higher education policy
- Gain practice in the process and norms of state governance
- Exposure to policy strategy and policy decision-making process
- Mileage reimbursement
- Lodging for required LeadMN Events

Qualifications

- Currently enrolled for at least one credit at a 2-year Minnesota State Community or Technical College
- Interest in advocacy, public policy, government relations, or public service
- Strong written communication skills
- Basic research & organizational skills
- Strategic thinker with the ability to recognize common policy themes to build connections and maximize impact
- Ability to work independently, meet deadlines, and communicate effectively in a remote or hybrid work environment
- Ability to set consistent working hours each semester with 2.5 hours a week during Monday - Friday, 9am to 5pm for staff and associate collaboration and communication
- Personal qualities of integrity, credibility and commitment to remaining non-partisan while carrying out LeadMN work responsibilities and engaging with stakeholders
- Interest in student leadership or nonprofit work is a plus

About LeadMN

LeadMN represents over 100,000 students across Minnesota's 48 public technical and two-year colleges. We work to ensure accessible, affordable, and high-quality public higher education. Through leadership development, advocacy, scholarships, and statewide collaboration, LeadMN empowers students to lead and succeed.

Our four program pillars—Leadership, Empowerment, Success, and Driving Change—provide students with the skills and confidence to achieve long-term personal and professional growth.

To Apply

Complete the application form and attach a resume and cover letter. If you have any writing samples or advocacy/policy project summaries you would like to include, please email them to Policy Director Molly Leutz at molly@leadmn.org and include your name and the position for which you are applying.