



# ASGBC Office of Civic Engagement

## Policy Coordinator

### Position Description

Position Summary: The OCE Policy Coordinator is responsible for researching policies affecting Bellevue College students on the local, state, and federal levels. This work includes assisting the ASGBC Director of Sustainability and Civic Engagement in the development of the legislative agenda, analyzing survey results and other sets of data, overseeing the record keeping practices and the finances of the office, lobbying and building relationships with elected officials and external partners, and fulfilling all other responsibilities as assigned.

**POSITION:** Policy Coordinator

**DEPARTMENT:** Associated Student Government of Bellevue College: Office of Civic Engagement

**SALARY:** \$19 per hour, up to 19 hours per week

**EMPLOYMENT START DATE:** September 1<sup>st</sup>, 2024

**EMPLOYMENT END DATE:** June 30, 2025

**APPLICATION OPENS:** April 1<sup>st</sup>, 2024

**APPLICATION CLOSES:** May 3<sup>rd</sup>, 2024

Desired Qualifications:

- Knowledge of Legislative Process
  - Introduced to the legislative and lobbying process, whether in a class, as an assistant, as a group, or individually.
- Proficiency in Microsoft Products (Outlook, Teams, SharePoint, etc.)
- Strong Verbal and Written Communication
  - Strong verbal and written communication skills to effectively convey information, provide updates, and collaborate with team members.
- Excellent Time Management
  - Effective prioritization and allocation of time to manage multiple tasks and meet deadlines.
- Attention to Details

- Keen eye for detail to ensure accuracy in documentation and compliance with regulations.

### Required Qualifications:

Policy Coordinator applicants are expected to meet the following requirements at the time of application:

- a. Must maintain at least eight (8) credit hours of coursework per quarter throughout the period of employment.
- b. Must have completed a minimum of twelve (12) college-level credits taken at Bellevue College.
- c. Must have a minimum GPA of 2.5 and maintain a minimum quarterly GPA of 2.5 throughout the period of employment.
- d. Be in good standing with Bellevue College and not on disciplinary probation.
- e. Be in good academic standing, and not be on academic probation.

### Essential Job Functions:

The Policy Coordinator of the ASGBC Office of Civic Engagement shall:

- A. Conduct thorough research on local, state, and federal policies impacting the Bellevue College community.
- B. Assist the Director of Sustainability and Civic Engagement in developing and implementing an annual legislative agenda.
- C. Assist the Community Engagement Coordinator in outreach efforts, data gathering, and the planning and execution of the annual “Bulldogs at the Capitol” lobby day, as well as other legislative events as necessary.
- D. Analyze and interpret survey results when building the legislative agenda.
- E. Oversee the finances of the OCE in direct consultation with the ASGBC Director of Finance.
- F. Oversee the record keeping practices of the OCE in direct consultation with the ASGBC Chief of Administration.
- G. Coordinate legislative decision-making and strategy in conjunction with the Director of Sustainability and Civic Engagement.
- H. Lobby
  - a. Involves keeping abreast of daily developments, building relationships with those working in government, working with other student lobby groups, such as the Washington Student Association and other key figures to push the Associated Student Government of Bellevue College Legislative Agenda.
- I. Manage Interns
  - a. Help facilitate the internship hiring process by developing the application and taking an active role in recruitment and retention.
  - b. Guide and mentor legislative liaison interns at local, county, and state level. Keep interns abreast of developments at BC and ensure consistent connections to campus.
- J. Strive to attend relevant training sessions and conferences.
- K. Travel as necessary for direct lobbying and attendance at conferences.
- L. Work with the OCE team to address miscellaneous items relevant to the office, as they arise.
- M. Attend all OCE meetings as appropriate.
- N. Develop a working knowledge, and adhere to the ASGBC Constitution, ASGBC Bylaws, ASGBC Financial Code, the OCE Policies and Procedures Manual, and all other relevant governing documents.

- O. Be accountable for fifteen to nineteen hours of work per week. During this period, the Policy Coordinator may attend and schedule meetings, complete and work on projects, and otherwise perform duties and tasks as assigned by the ASGBC Director of Sustainability and Civic Engagement, or ASGBC President.
- P. Complete weekly, and quarterly reports as directed by the Chief of Administration.
- Q. Ensure a smooth transition by completing transition documents for their successor by the end of their term.
- R. Perform related duties and tasks as assigned by the ASGBC Director of Sustainability and Civic Engagement, or the ASGBC President.