



THE ETHICS & RELIGIOUS
LIBERTY COMMISSION
OF THE SOUTHERN BAPTIST CONVENTION

Job Title: Policy Associate

Job Summary: This position advances the public policy interests of the Ethics & Religious Liberty Commission of the Southern Baptist Convention before the U.S. government, managing a diverse portfolio of policy issues, producing resources to represent and resource our churches on those issues, and cultivating a range of relationships with partners and government officials. This position is based in the ERLC's Washington, D.C., office, and reports to the Director of Public Policy.

Primary Responsibilities:

- **Advocacy (30%)**
 - Advocates for the ERLC's position in one-on-one and group settings with members of Congress, Administration officials, and U.S. government staff.
 - This includes leading advocacy efforts on issues within the individual's portfolio and supporting advocacy work on other issues.
- **Coalition management (20%)**
 - Build and participate in coalitions relating to advancing the ERLC's policy agenda.
 - This includes leading and attending meetings, evaluating coalition advocacy opportunities, and relationship building.
- **Policy Analysis (20%)**
 - Analyze a bill, policy proposal, or sign-on opportunity and consider its consistency with SBC resolutions, ERLC policy positions, and ERLC's issue set.
- **Project-management support (20%)**
 - Provides project-management support to execute major projects.
 - Tasks include implementing plans for projects and key events, preparing for events and conferences, researching for projects, and supporting content production of the team.
- **Content production (10%)**
 - Contribute to ERLC content outlets including ERLC.com, and elsewhere by producing articles, quotes, issue briefs, and legislative analysis.

Job Qualifications

- **Education & Training** - Bachelor's degree with preference given to degrees in public policy, law, or theological studies
- **Experience** - 1-3 years of work experience in public policy or advocacy
- **Skills & traits** - Ability to operate with a high attention to detail and interact charitably and winsomely with people who disagree with ERLC views

ERLC Employee Profile

- **Theological:** It is essential that all ERLC staff have accepted Jesus Christ as Lord and Savior, have a strong commitment to the Southern Baptist Convention, including faithful membership in a Southern Baptist church, and positively affirm the current Baptist Faith and Message, ministering from the perspective of its doctrinal foundations and theological tenets. Each employee is expected to be able to articulate and defend this commitment to the degree appropriate for their level of responsibility and function within the organization.
- **Denominational familiarity:** In addition to having a strong commitment to the Southern Baptist Convention, it is very helpful for ERLC staff to have a strong familiarity with SBC denominational life, including the history of the SBC as well as the inner workings and dynamics of the Convention. This is especially important for staff members who have direct interaction with our SBC constituency.
- **Ethics and integrity:** Because it is the policy of the ERLC that all staff represent the entity to the public and perform roles central to its spiritual objectives, the ERLC expects all staff to conduct themselves in a manner consistent with the beliefs and convictions of the ERLC in both their professional and personal lives with an utmost interest in the ethical integrity of the organization as a whole and public perception.
- **Communications ability:** It is important that ERLC staff are able to communicate both clearly and concisely through verbal and written forms with other staff as well as external constituents and partners.