



Policy Fellow

Location: Virtual/Remote office; must reside in the Washington, D.C. metro area

Reports To: Senior Advisor for Applied Research

Status: Part-time, exempt

What is a Fellow?

Launched in response to a widening unemployment gap among military spouses, the Blue Star Families (BSF) Fellowship Program is a unique leadership opportunity for military spouses. Fellows serve as ambassadors for BSF, representing the organization on a local level and creating a vital link to military and civilian community leaders. Fellowships are sponsored by corporate and foundation partners who share a commitment to support and enrich military families and their respective communities.

The **Policy Fellow** is responsible for expanding Blue Star Families' research and policy presence within the Washington, D.C. metro area by meeting with key policy makers and military and community leaders on matters that impact today's military families. This fellow understands the importance of using research and storytelling to strategically communicate recommendations to achieve the support military families need to grow and thrive. If you value bridging the gap between research and policy, want to be part of a high-performing organization, are self-motivated, and want to create social change, this may be the spot for you!

A day in the life:

- Represent Blue Star Families at in-person meetings with community, military, and governmental bodies on your own or in support of the Chief Executive officer, and/or other internal staff or volunteers.
- Create briefing materials including Powerpoint presentations, talking point documents, and informational collateral using findings from our annual Military Family Lifestyle Survey and other research to meet the objectives of the meeting.
- Stay informed regarding state and national legislative trends on a range of military family issues central to our organization's mission.
- Effectively develop, cultivate, and maintain relationships with contacts that will assist in growing Blue Star Families' research and policy impact.
- Collaborate with colleagues across the organization to share meeting outcomes and contribute to communication which will keep Blue Star Families' membership and the general public informed.



- Helps supervise volunteers as needed.
- Actively participate in All Staff meetings, staff in-service trainings, and other meetings.

To land this job:

- You have a bachelor's degree in a relevant field (e.g., Political Science, Public Administration, Social Work, English, Communications) or comparable work experience which includes 2-3 years of critical thinking, substantial writing, and analysis.
- Familiarity with the military community.
- You have a dedicated commitment to ongoing learning and staying up to date with current trends impacting military families.
- You have the ability to form policy recommendations on key issues related to military families.
- You have excellent public speaking skills and the ability to create, cultivate, and maintain relationships.
- You are able to manage volunteers.
- You have excellent critical thinking and written communication skills.
- Proficient computer skills including the ability to use Microsoft Word and Powerpoint.
- You can travel within the Washington, D.C. metro area to attend meetings, trainings, events, etc. Limited out-of-town and overnight travel may be required.

The cherry on top:

- You are familiar with mixed research methods.
- You have worked with both remote and in-person teams.
- You have written content for blogs or newsletters for membership-driven organizations.
- You are familiar with Google Drive applications including Documents and Slides
- You have experience with Customer Relationship Management (CRM) systems; familiarity with Salesforce a plus.

How to apply:

Please prepare a resume and cover letter telling us why you would be a good fit. – apply at the following link - <https://recruiting.paylocity.com/recruiting/jobs/List/1900/Blue-Star-Families-Inc>