



Director of Policy & Legislative Affairs

Oregon Community College Association | Salem, Oregon | Full-time, Exempt | \$115,000-\$130,000 annually

The Oregon Community College Association (OCCA) is seeking a strategic, analytical, and highly collaborative policy professional to serve as its next Director of Policy & Legislative Affairs. This role serves as OCCA's policy lead, helping shape the association's policy agenda, inform advocacy strategy, and guide clear, consistent communications on issues affecting Oregon's 17 community colleges.

The Director will work closely with the Executive Director, the Director of Government Relations, college leaders, locally elected board members, campus advocacy coordinators, state agencies, and policy partners to analyze complex issues, support legislative strategy, and elevate the collective voice of Oregon's community colleges.

This is an opportunity for a mission-driven professional who understands public policy, values public service, writes with clarity and precision, and is energized by work that blends policy analysis, advocacy, strategic communications, and statewide collaboration in a small association environment.

About OCCA

Founded in 1962, OCCA represents Oregon's 17 publicly chartered community colleges and their locally elected boards. OCCA works at the intersection of public policy, advocacy, institutional leadership, student success, and statewide collaboration, providing a unified voice for community colleges before policymakers and partners whose decisions affect students, colleges, and communities across Oregon.

About the Role

The Director of Policy & Legislative Affairs provides leadership for OCCA's policy, legislative planning, and policy-focused communications work. The position leads policy development and bill prioritization; conducts in-depth policy analysis; models fiscal and operational impacts; and supports OCCA's government affairs work as a supporting lobbyist during legislative sessions.

The successful candidate will be a thoughtful policy strategist, strong writer, skilled communicator, and trusted relationship-builder who can move comfortably between detailed analysis, public-facing messaging, and practical advocacy support.

Key Responsibilities

- Lead development and coordination of OCCA's statewide policy agenda and related policy priorities.
- Analyze legislative concepts, budget proposals, agency rules, regulatory changes, and statewide policy initiatives.
- Model fiscal and operational impacts and translate complex policy issues into clear recommendations, briefs, testimony, and advocacy materials.
- Support legislative strategy and bill prioritization in partnership with the Executive Director and Director of Government Relations.
- Participate in legislative meetings, agency discussions, workgroups, and public policy forums; testify or represent OCCA as needed.
- Lead OCCA's Campus Advocacy Coordinator Committee by supporting training, engagement strategies, advocacy tools, and consistent messaging across all 17 colleges.
- Oversee strategic communications related to policy and advocacy, including policy briefs, legislative updates, newsletters, social media content, talking points, and shared messaging.

[To review the full job description, click here.](#)

Key Dates

Milestone	Date
Best consideration deadline	July 15, 2026, 11:59 p.m. PST
Screening begins	July 16, 2026
Anticipated interview period	Week of July 27, 2026
Anticipated start date	September 1, 2026, or as negotiated

Minimum Qualifications

Candidates should bring the following required qualifications:

- Bachelor's degree in public policy, education policy, political science, public administration, or a related field.
- Significant experience in policy analysis, legislative or regulatory work, public affairs, higher education policy, or a closely related field.
- Demonstrated ability to analyze complex policy issues, budget proposals, legislation, or regulations and translate them into clear, actionable recommendations.

- Exceptional written and verbal communication skills, including the ability to prepare policy briefs, analytical reports, testimony, talking points, and strategic communications.
- Ability to build strong relationships with policymakers, agency staff, institutional leaders, elected board members, advocacy coordinators, association staff, and statewide partners.

Preferred Qualifications

Competitive candidates may also bring one or more of the following:

- Master's degree in public policy, public administration, education policy, political science, higher education, or a related field.
- Experience in higher education, workforce development, community colleges, or state-level policy environments.
- Familiarity with Oregon's legislative process, state budget structures, agency rulemaking, or community college governance.
- Experience developing talking points, newsletters, policy briefs, legislative updates, social media content, or other policy-focused communications.
- Experience testifying, presenting, facilitating committees, or representing an organization in legislative, agency, or public policy settings.
- Experience coordinating advocacy partners, campus-based advocates, member organizations, or statewide workgroups.

Work Environment, Compensation, and Benefits

This is a full-time, salaried, exempt position based in Salem, Oregon. The role requires periodic statewide travel for meetings, conferences, legislative activities, agency engagement, and partner convenings, with limited overnight travel within Oregon and nationally.

The salary range is \$115,000 to \$130,000 annually, depending on experience and qualifications. OCCA offers a competitive benefits package, including health insurance through the Public Employees Benefit Board (PEBB), with employer-paid medical, dental, and vision premiums up to a monthly contribution cap; life, disability, and related insurance; employer-paid contributions to Paid Leave Oregon; Public Employees Retirement System (PERS) membership when eligible, with employees responsible for the 6 percent employee contribution; 13 paid holidays; generous vacation and sick leave; professional development; and hybrid work flexibility, subject to approval.

How to Apply

Interested candidates should submit the following materials to Katie Archambault, Director of Operations, at katie@occa17.com:

- Resume.
- Cover letter describing relevant experience, interest in the position, and alignment with the qualifications.
- Three professional references.

Applications missing any of the listed required documents may be considered incomplete and ineligible for further review.

The position will remain open until filled. Applications received after July 15, 2026, at 11:59 p.m. PST are not guaranteed review.

Equal Opportunity

OCCA is an equal opportunity employer and encourages applications from candidates with diverse backgrounds, experiences, and perspectives. If your background does not align perfectly with every qualification, we still encourage you to apply.

Candidates requiring accommodation or assistance during the hiring process may contact Human Resources at 503-399-9912. Finalists may be required to show proof of eligibility to work in the United States. Degrees must be from an accredited institution recognized by the Office of Degree Authorization, U.S. Department of Education, as required by ORS 348.609.