

Position Title: Director of Policy & Legislative Affairs	Classification: Full-time, Exempt	Salary Range: \$115,000 - \$130,000 Annually
Reports to: Executive Director	Location: Salem, OR (Hybrid)	Date: Updated June 2026

Position Summary

The Director of Policy and Legislative Affairs serves as Oregon Community College Association’s (OCCA) policy lead, responsible for developing the association’s policy agenda, informing advocacy strategy, and guiding strategic communications and messaging. The position also serves as a supporting lobbyist during legislative sessions, including testifying as needed. While this role is not the association’s primary legislative director, it plays a critical role in shaping policy priorities and ensuring clear, consistent communication on issues affecting Oregon’s community colleges.

Working closely with the Executive Director and the Director of Government Relations, the Director leads policy development, legislative planning, and bill prioritization; conducts in-depth policy analysis; models fiscal and operational impacts; and represents OCCA, as needed, in agency rulemaking, statewide task forces, and policy workgroups.

The Director leads OCCA’s Campus Advocacy Coordinator Committee, supporting advocacy capacity building across all 17 colleges and coordinating training, engagement strategies, and consistent messaging. The position also oversees strategic communications related to policy and advocacy, including policy briefs, legislative updates, newsletters, social media content, talking points, and other materials that elevate the collective voice of Oregon’s community colleges.

Supervisory Responsibilities

None.

Key Responsibilities

Policy Leadership & Analysis

- Serve as OCCA’s primary policy strategist and lead analyst.
- Lead development of OCCA’s statewide policy agenda.
- Analyze legislative concepts, budget proposals, agency rules, and regulatory changes.
- Develop policy recommendations, white papers, and analytical briefs.
- Model fiscal and operational impacts of proposed legislation or agency actions.

- Represent OCCA in state-level committees, task forces, rulemaking groups, and policy workgroups.
- Provide policy expertise to college presidents, locally elected board members, college affinity groups, and college government relations staff.

Legislative Strategy & Supporting Lobby Work

- Lead policy planning and bill prioritization in partnership with the Executive Director and Director of Government Relations.
- Track bills, amendments, and budget proposals throughout the legislative session.
- Prepare policy briefs, fiscal analyses, and strategic recommendations to support advocacy.
- Participate in legislative meetings and work sessions to provide technical and policy expertise.
- Testify selectively before legislative committees or state agencies as needed.
- Develop district-specific materials, talking points, and policy summaries for member colleges.

Campus Advocacy Coordinator (CAC) Leadership

- Lead and coordinate the Campus Advocacy Coordinator Committee across all 17 community colleges.
- Support CACs with training, shared messaging, and advocacy tools.
- Facilitate regular meetings, resource sharing, and collaborative planning.
- Strengthen advocacy capacity and engagement at the college level.

Strategic Communications

- Lead OCCA's communications strategy with a focus on clarity, accuracy, and member value.
- Produce policy briefs, legislative updates, newsletters, and issue summaries.
- Develop talking points for legislative advocacy.
- Oversee OCCA's social media.
- Draft strategic messaging that elevates the collective voice of Oregon's community colleges.
- Prepare materials for board meetings, legislative hearings, and statewide presentations.
- Ensure consistent, timely communication with colleges and partners.

Collaboration & Engagement

- Partner with college leaders, state agencies, and education partners to advance shared priorities.
- Support OCCA committees and workgroups with research, facilitation, and policy expertise.

- Contribute to statewide initiatives focused on student success, affordability, and workforce development.

Association Expectations:

- Embrace diversity and collaborate effectively with people from diverse cultural, social, economic, and educational backgrounds.
- Embrace, understand, and use appropriate technology tools to accomplish job functions.
- Provide high quality, effective service to internal and external customers through continuous improvement and adoption of lean office practices.
- Adherence to Association policies and procedures.
- Exhibit collegiality, professionalism, and respect for everyone.

Minimum Qualifications

- Bachelor's degree in public policy, education policy, political science, public administration, or related field.
- Significant experience in policy analysis, legislative or regulatory work, or higher education policy.
- Demonstrated ability to analyze complex policy issues and translate them into clear, actionable recommendations.
- Exceptional writing skills, including policy briefs, analytical reports, and strategic communications.
- Experience working with state agencies, legislative bodies, or policy committees.
- Ability to build strong relationships with diverse stakeholders.
- Commitment to equity, student success, and the mission of community colleges.

Preferred Qualifications

- Master's degree in a related field.
- Experience in higher education, workforce development, or state-level policy environments.
- Experience working at an Oregon community college or higher education institution.
- Familiarity with Oregon's legislative process, state budget structures, or community college governance.
- Experience developing talking points, newsletters, or policy-focused communications.
- Experience testifying or presenting in legislative or public policy settings.

Essential Knowledge, Skills & Abilities

- Knowledge of public policy development, legislative processes, agency rulemaking, public budgeting, and higher education or workforce policy issues.
- Knowledge of state and federal education policy trends and their implications for community colleges.

- Ability to analyze and translate complex policy, budget proposals, fiscal or operational impacts, and legislative information into clear, accurate, and actionable recommendations for diverse audiences.
- Strong written communication skills, including the ability to prepare policy briefs, legislative updates, testimony, talking points, reports, and strategic communications.
- Strong verbal communication and presentation skills, including the ability to brief policymakers, facilitate meetings, testify, and communicate effectively with diverse stakeholders.
- Ability to develop and coordinate policy agendas, advocacy strategies, bill priorities, and issue messaging in alignment with organizational goals.
- Ability to build and maintain effective working relationships with policymakers, agency staff, institutional leaders, elected board members, advocacy coordinators, association staff, and statewide partners.
- Ability to manage multiple priorities, deadlines, and issues while maintaining attention to detail in a fast-paced legislative and policy environment.
- Ability to exercise discretion, political judgment, confidentiality, and diplomacy on sensitive or high-profile issues.
- Skill in strategic communications, message development, social media, and public-facing materials related to policy and advocacy.
- Ability to work independently and collaboratively in a small, mission-driven association environment.
- Commitment to equity, student success, public service, and the mission of community colleges.

Physical Demands

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

- Manual dexterity and coordination are required for over half of the daily work period (about 50%), which is spent sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment, or driving. While performing the duties of this position, the employee is frequently required to sit, stand, walk, reach, bend, kneel, stoop, twist, crouch, see, talk, hear, and manipulate objects. The position requires some mobility, including the ability to move materials such as books, files, etc., up to 5 pounds daily and 5-25 pounds rarely. This position requires both verbal and written communication abilities.

Other Requirements

This is a full-time, salaried, exempt position located in Salem, Oregon. A hybrid work schedule may be approved. Limited overnight travel within Oregon and nationally is required.

Other Duties

This position description is not intended to cover every activity, duty, or responsibility required of the role. Duties may change at any time with or without notice.