



Job Description

MPAC NON-RESIDENT POLICY FELLOW

Reports To:

Director of Legislative and Congressional Affairs

Position:

Contract

Direct Reports:

None

Location:

Washington, DC

ABOUT US

The Muslim Public Affairs Council (MPAC) improves public understanding and policies that impact American Muslims by engaging our government, media, and communities. Since its founding in 1988, MPAC has been committed to advancing justice, promoting equity, and fostering inclusion in public life.

The Non-Resident Policy Fellow will support the Policy team by collaborating closely with the Director of Legislative and Congressional Affairs in a dynamic, fast-paced environment. Our highly collaborative culture promotes mutual support, allowing us to work efficiently together and ensure the successful implementation of our campaigns.

POSITION OVERVIEW

The Muslim Public Affairs Council Non-Resident Policy Fellow is a dynamic role dedicated to shaping and advancing MPAC's policy agenda. This role is designed to provide research, analysis, and advocacy and facilitate the development of strategic partnerships to promote a more inclusive and just society. The Fellow will conduct policy analysis, draft policy briefs, research, and support campaigns focused on various issues with the executive and legislative branches and coalition groups.

KEY RESPONSIBILITIES

- **Policy Analysis and Advocacy:** Research, develop and analyze policies that align with MPAC's strategic goals, ensuring our voice is heard in critical legislative and policy-making circles.
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- **Executive Order Analysis:** Track Executive Orders, analyze their implications, and prepare strategic responses.
- **Campaign Support:** Support and assist MPAC staff with policy and legislative campaigns, enhancing the organization's ability to achieve targeted advocacy goals.
- **Strategic Communication:** Communicate effectively with various stakeholders to convey MPAC's policy stances and advocacy messages.
- **Relationship Building:** Assist MPAC Staff with sustaining relationships with government officials, policymakers, coalition partners, and advocacy groups to strengthen MPAC's influence and reach.

QUALIFICATIONS AND SKILLS

- Sincere and demonstrated commitment to increasing the public's understanding of Islam and improving policies that impact American Muslims;
- A strong understanding of key domestic policy issues impacting American Muslim communities; including but not limited to national security, civil liberties, immigration, religious freedom, and civic engagement;
- 2-3 years of professional experience in government affairs, public policy, advocacy, or related fields;
- Bachelor's degree required; a graduate degree in public policy, law, or social sciences strongly preferred;
- Strong written and verbal communication skills to interact with employees, coalition partners, and government officials;
- Proven ability to lead policy initiatives and craft strategic advocacy efforts;
- Exceptional communication and interpersonal skills, with expertise in policy analysis and stakeholder engagement.

This role provides an outstanding opportunity to be actively involved in the forefront of policy advocacy and government affairs, driving forward initiatives that have a profound impact on public discourse and community empowerment.

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MUSLIM PUBLIC
AFFAIRS COUNCIL

Fellowship Period & Compensation:

Fellowship period: 3 months

Compensation: \$3k-\$4k per month, commensurate on experience

To Apply:

Please send Resume, Cover Letter, and Writing Sample (2500 Word Limit) to hello@mpac.org

Note: This position requires working on-site at our office located in Washington, DC.

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