

Call for Proposal: Policy Coordinator The Arc Oregon

About The Arc Oregon: The Arc Oregon promotes and defends the human rights of people with intellectual/developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes.

Scope of Work

The Arc Oregon Policy Coordinator will be an independent contractor supporting the advocacy and engagement work of The Arc Oregon from October 1, 2026 until June 30, 2027. This role will include legislative advocacy, legislative communication, coordinating Chapters of The Arc Day at the Capitol, and supporting advocates in legislative interactions.

Hours for the contractor will change depending on when the Oregon legislature is in session. Outside session the contractor will provide an estimated 20 hours a month (5 hours a week) of support and when the legislature is in session this will increase to 80 hours per month (20 hours per week). The estimated contract total for fiscal year 2027 will be \$32,500.

Key Responsibilities

Legislative Advocacy

- Develop a deep understanding of The Arc Oregon, our mission, values, strategic plan, constituents, and position statements.
- Support the Executive Director in preparing testimony, both written and oral, including drafting up testimony for review by Executive Director.
- Tracking bills of interest and coordinating participation in hearings for The Arc Oregon either with an advocate or Executive Director.
- Participate in The Arc Oregon Public Policy Committee meetings.

Achieve with us.

- Engage with all Chapters of The Arc in Oregon.
- Engage in legislative and state agency policy and/or committee meetings as requested by the Executive Director.
- Build relationships with legislators explaining who The Arc Oregon and Chapters of The Arc in Oregon.
- Keep clear record of time spent and which is educational or relational versus lobbying activities for tax and funding guidelines.
- Support advocates in preparing both written and oral testimony including support in drafting the testimony, registering to testify, submitting testimony and possible travel coordination.
- Help create social media posts and campaigns designed to inform our constituents on policy, including state and national.
- Create fact sheets, action alerts, position statements, and policy briefs to be shared with all Chapters of The Arc in Oregon.
- Schedule meetings for Executive Director and advocates during Legislative Days in September and December.

Legislative Event Support

- Coordinate and facilitate two in person advocacy days for Chapters of The Arc during the long legislative session.
- Coordinate one virtual town hall meeting prior to the beginning of long session.
- Work with Self Advocacy Convention committee to identify, schedule and support at least one legislator in coming to the Self Advocacy Convention, including a small speech during a mealtime.

Data Collection

Track engagement metrics for:

- Oral testimony provided by Executive Director and/or advocates.
- Written testimony provided by Executive Director and/or advocates.
- Event participation

Reporting and Invoicing

Reporting

The Arc Oregon will request quarterly reporting on determined metrics and deliverables. Quarterly reports due with invoice for the month at the end of the quarter, for example July through September quarterly report will be due with September's invoice.

Invoicing

Submit invoices monthly with supporting data on deliverables completed within 30 days after the end of the month.

Proposal Requirements

Your proposal must include a cover letter and a response to each of the three areas below. The cover letter is required but is not separately scored. The three areas are scored at the weights shown.

Cover Letter: Introduce yourself or your organization, summarize your qualifications, and explain why you are interested in this work and how your skills fit the scope of work.

Legislative Advocacy (60%): Describe your experience in legislative advocacy, policy engagement, and disability rights, including the skills and experience most relevant to this scope of work. Include at least one writing sample. Legislative testimony is preferred.

Legislative Event Support (25%): Describe your experience coordinating a large event, including marketing, securing a venue, and day-of operations.

Technology Experience (15%): Describe the software, platforms, and tools you would bring to this work, and how you would use them.

Submission Instructions:

Proposals must be submitted electronically to Em Braman at employment@thearcoregon.org by 9/11/2026. Please include "The Arc Oregon Policy Coordinator" in the subject line.

Evaluation Criteria:

Legislative Advocacy (60%): Demonstrated experience and expertise in advocacy, legislative involvement, stakeholder engagement, and communication that aligns with the mission and vision of The Arc Oregon. Writing samples are considered here.

Legislative Event Support (25%): Demonstrated experience coordinating a large event, including marketing, securing a venue, and day-of operations.

Technology Experience (15%): A clear and practical account of the tools the proposer would use and how they would use them. Familiarity with Microsoft 365 and a work operating system such as Monday.com is helpful.

Contact Information

Please reach out to employment@thearcoregon.org or Em Braman at 503-581-2726 for questions or additional information.

We look forward to seeing your proposal and working together to support our mission and vision.