



Policy Associate

AFREF has been called “the leading voice for Wall Street accountability” in Washington. AFREF played a leading role in winning passage of the Dodd Frank Financial Reform law and the creation of the Consumer Financial Protection Bureau, and we are driving the fight for broader transformations of the financial system to advance economic, racial, and social justice. AFREF’s staff develops plans and strategies in collaboration with a coalition of more than 200 consumer, civil rights, labor, community based, and other organizations, along with academics and policy experts.

AFREF is hiring a Policy Associate to help our policy team advance our mission of transforming the financial system to build a more racially and economically just society. They will help track legislative and regulatory developments; finalize and disseminate policy documents and reports; facilitate staff and coalition coordination and record keeping; and provide research and writing support for a variety of projects. The Policy Associate will learn about and contribute to all aspects of AFR’s work, and gain project management skills along with policy, writing, and research experience at a fast-paced policy and advocacy organization.

Job responsibilities include:

- Provide ongoing support for the policy team staff, including tracking Congressional hearings and legislation, agency developments and proposed regulations, and some note-taking responsibilities for coalition meetings
- Provide some ad hoc support for the policy team staff, including assisting with events, social media, and website content
- Some administrative tasks, including assisting with tracking lobbying hours, legislative endorsements, sign-on letters, etc.
- Working with our consumer team to advance our policy goals of strong consumer protection rules and enforcement, including participating in AFR’s consumer coalition, helping coordinate advocacy efforts, and support research and writing on policy documents
- Advise on ways to improve team functioning and ways of streamlining policy team processes
- Provide substantive support to other teams as needed, including communications/digital, campaigns and operations
- Other programmatic and administrative support as needed

Ideal candidates for this role will:

- Be committed to economic and racial justice
- Be well organized, detail oriented and able to keep track of many deadlines, processes and responsibilities
- Be able to multitask and rapidly shift between multiple projects and priorities
- Be comfortable in a fast-paced and diverse environment
- Have excellent writing, communication, and research skills
- Have an interest in learning about and working on issues related to financial systems, financial regulation and/ or consumer financial protection

Compensation: Annual salary range for this entry level position: \$52,000 – 60,000 commensurate with experience. Generous benefits, including medical, dental, vision, and 401K.

Location: AFREF's offices are located in downtown Washington DC. The Policy Associate position is open for full-time remote work for candidates depending on location, with hybrid in-office/remote work arrangements available for those residing in the DMV area.

How to apply: Please submit your application to our [candidate portal linked here](#), including a resume, two short answers, and two writing samples (ideally, related to AFR's mission or to the job responsibilities outlined above).

AFR Education Fund is committed to a workplace that reflects the diversity of America defined broadly and where the talent, skills and uniqueness of each staff member are respected. We are committed to a policy of equity for all employees and to equal opportunity for all applicants for employment without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity/expression, family responsibilities, and disability.