



The **Advocacy and Bulletin Fellow** supports the needs of CMEP's "Advocate" portfolios.

Location: Hybrid, ability to work in CMEP's D.C. office at least one day every other week.

Hours: average of 12 hours a week

Pay: \$23/hour (Part-time employee)

Benefits: paid time off

Key Responsibilities

Advocacy Portfolio

- Work closely with the Event Coordinator and Summit Steering Committee as well as under the direction of the Sr. Director of Advocacy to help ensure the Advocacy Day at the 2027 Advocacy Summit (April 2027) runs smoothly. This includes, but is not limited to, helping to schedule meetings for event participants on Capitol Hill, coordinating advocacy training during the summit, communicating with summit participants, and preparing and printing handouts/materials
- Offer coverage on matters pertaining to the Congressional Advocacy and US NGO relationship portfolio from January 4- April 2 2027 while Sr. Director of Advocacy is on sabbatical. This can include representing CMEP on various coalition calls. The Coordinator will work closely with pre-identified CMEP board members to help ensure this moves forward.
- Support the Advocacy portfolio via research, drafting, and distribution of materials related to advocacy priorities. This can include research on legislative matters, scheduling Congressional meetings, corresponding with Congressional offices on behalf of the Senior Director of Advocacy, and drafting action alerts.
- Prepare weekly Thursday news briefings and weekly CMEP bulletin
- Develop training materials on legislative advocacy for CMEP's network

Qualifications & Skills:

- Familiarity with Israel and Palestine and/or faith-based advocacy.
- Experience coordinating Hill advocacy days and advocacy training.
- Based in the DC metro area
- Strong organizational and administrative skills with attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in both in-person and remote team settings.

TO APPLY: Send cover letter, writing sample, and resume to applications@cmeep.org with "advocacy fellow" in the subject line.

Open until filled. Early applications will be given priority. Posted October 15, 2026.