



Fall 2025 Policy Fellowship

The American Civil Liberties Union of Hawai'i ("ACLU-HI") works to dismantle systemic injustice and protect the civil liberties for all through legal, political, and educational efforts. ACLU-HI is seeking a self-motivated, talented recent graduate from law or graduate school with a demonstrated commitment to civil rights and liberty advocacy to serve as our **Policy Fellow**. This position is funded for one year.

This one-year fellowship will allow a self-motivated recent law school graduate (or graduate-level degree) with strong research, writing and analytical skills to gain hands-on experience in policy and legislative advocacy, while playing a key role in our fight to protect civil rights in Hawai'i. This position requires a candidate who can adapt to change, manage multiple priorities, and thrive in a dynamic environment to advance policy priorities.

Position Overview

Title:	Policy Fellowship
Term:	1 year
Location:	Honolulu, Hawai'i
Deadline to Apply:	June 15, 2025; applications accepted until the role is filled
Start Date:	Fall 2025 (exact date negotiable)
Supervision:	Reports to the Policy Director
Classification:	Full-time, Exempt
Salary:	\$60,000 USD/year

Essential Job Functions

- Legislative

- Contribute to developing an impactful legislative agenda to advance and safeguard civil rights
- Assist in monitoring legislation to track progress of helpful (and hurtful) state and federal bills
- Conduct policy and legislative research and prepare policy-related memoranda
- Assist in analyzing and drafting legislation that will propel the mission of ACLU-HI
- Engage in lobbying activities via written and oral testimony on proposed legislation and rules
- Draft public records and FOIA requests to gather data for policy analysis; create fact sheets
- Review and edit ACLU-HI correspondence and policy-related testimony of colleagues
- Assist in filing monthly internal reports and compliance with ethics and lobbying rules

- Advocacy

- Assist with notetaking for internal and external meetings; create PowerPoint presentations
- Attend public forum events to monitor relevant issues and share ACLU-HI's position
- Participate in meetings with lawmakers, as well as coalition and community partners
- Contribute to the development of advocacy materials and social media campaigns
- Contribute to community engagement and public education events on policy initiatives
- Participate in ACLU National Political & Advocacy Department meetings and convenings

Other Job Functions

- Keep the mission of the ACLU-HI at the center of all actions
- Think strategically and openly about how our organization can better integrate equity, diversity, inclusion, and belonging into our day-to-day operations
- Promote a welcoming, inclusive, and respectful work environment for all staff members
- Promptly and timely complete all assignments, including “other duties as assigned”

Required Qualifications

- Juris Doctorate (JD) (or other graduate-level degree)
- Excellent research and writing skills
- Self-motivated and independent work ethic
- Ability to collaborate with and contribute effectively within a diverse team environment
- Ability to produce high-quality work in a timely manner, meeting supervisory deadlines
- Excellent written and spoken communication skills, including strong proofreading skills
- Adaptability and willingness to learn, embracing feedback from management
- Strong time management, organizational and multi-tasking skills
- Embraces new challenges and opportunities for growth
- Ability to problem solve in the face of challenges and rapid legislative deadlines
- Commitment to equity, diversity, inclusion, and belonging (“EDIB”), both in the workplace and in collaboration with community partners and constituents

Preferred Qualifications

- Legislative and policy experience
- Working knowledge of Hawaii’s political, social, and cultural landscapes
- Familiarity with the ACLU’s work and impact, both statewide and nationally
- Demonstrated commitment to civil rights, civil liberties, and the ACLU-HI mission

Working Conditions

- Exempt employees should generally be available Monday-Friday, 8:30 a.m. to 5:30 p.m., with a minimum of three days a week in-office and the option to work two days per week remotely.
- The following physical demands and work environment conditions represent those required and encountered by an employee to perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions:
 - Input information into a computer for long periods of time
 - Periodically work extended hours, including on evenings, weekends, and holidays
 - Travel across the state of Hawai‘i as needed

Benefits

- **Time-Off:**
 - Staff receive 14 days off for holidays, 5 floating holidays per calendar year, 18 paid-time-off days their first year; 24 days their second and third year; and 30 days in their fourth year and beyond. After year four, employees qualify for paid sabbatical leave.
- **Insurance**
 - 100% paid employer-provided health insurance (medical, dental, drug and vision); long-term disability; and a defined contribution plan with employer match.

- **Family & Medical Leave**

- 16-weeks of paid time-off per eligibility year to care for a newborn child, adopted child, or parent with medical needs, as defined by the relevant policy.

- **Professional Development**

- Budget permitting, staff will receive one paid opportunity to travel outside of Hawai'i for an approved professional development convening, once per fiscal year.

How to Apply

- Email these materials—in a combined PDF—to jobs@acluhawaii.org by **June 15, 2025**.

Include **“Policy Fellowship Application”** in the subject line:

1. Cover Letter (maximum: 2 pages)
 - a. How did you learn about this position?
 - b. What is your earliest available start date?
 - c. How do your experience and skills qualify you for this position?
 - d. Why are you interested in working at the ACLU of Hawai'i?
2. Resume or CV (maximum: 2 pages)
3. One Writing Sample (maximum: 5 pages each; research or advocacy writing sample)
4. Three References (two must be former supervisors)
 - a. For each, include: name, job title, direct phone number, and email address

ACLU-HI undertakes inclusive strategies in its recruitment efforts to assure persons with disabilities have full opportunities for employment. We encourage applicants with disabilities who may need accommodations in the application process to contact hr@acluhawaii.org.

The ACLU of Hawai'i is an equal opportunity employer. We value a diverse workforce and an inclusive culture. It is our policy to employ qualified people without regard to: ethnicity; race; color; religion; sex; national origin; age; ancestry; disability; sexual orientation; veteran's status; marital status; civil union status; arrest or court record; citizenship; credit history; genetic information; gender identity or expression; status as a victim of domestic violence, sexual violence, or stalking; or any other characteristic protected under federal or state law.