



Open Arms of Minnesota Job Description: Public Policy Officer

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our two state-of-the-art kitchens, OAM staff members and more than 6,500 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 3,687 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. In addition, families in need throughout Minnesota receive meals shipped to them weekly. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience

To learn more, visit www.openarmsmn.org

Open Date: January 20, 2026

Closing Date: Until filled

Position Overview:

The **Public Policy Officer** is a **part-time and temporary position** responsible for advancing Open Arms of Minnesota's public policy and government relations priorities. Reporting to the CEO, this role works closely with senior leadership and contracted lobbyists to support advocacy strategy, legislative monitoring, and stakeholder engagement at the local, state, and federal levels. The Public Policy Officer leads coordination of legislative tracking and policy analysis, assesses the potential impact of proposed legislation on OAM and the communities we serve, and supports the development of organizational responses and advocacy strategies. The role also helps build staff and volunteer advocacy capacity and ensures alignment between policy efforts and organizational priorities.

As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and consistently maintain a high level of customer service to all guests, clients, and fellow team members.

Ideal Candidate:

The ideal candidate for this position:

Primary Job Responsibilities:

Public Policy Strategy & Advocacy

- Lead coordination of OAM's legislative monitoring efforts at the local, state, and federal levels.
- Oversee and work directly with hired state and federal lobbyists.
- Analyze proposed legislation and policy initiatives affecting food access, health equity, and medically tailored meals; prepare clear summaries and recommendations for leadership.

- Support development and implementation of OAM's advocacy plan in partnership with the CEO, Development & External Operations leadership, and contracted lobbyists.
- Assist in formulating organizational policy positions that reflect OAM's mission, values, and client interests.
- Organize and/or host activities and events that increase public knowledge of OAM at local, state and federal level.

Government Relations & Coalitions

- Support relationship-building efforts with elected officials, agency leaders, and policymakers in coordination with the CEO.
- Attend several relevant community coalitions, briefings, and policy forums focused on food systems, public health, and healthcare access.
- Serve as OAM's staff representative and liaison to the Food is Medicine Coalition (FIMC) policy committee, as well as other local and state-wide coalitions.

Public Funding & Systems Change Support

- Support exploration of public funding and fee-for-service opportunities (e.g., Medicaid pilots, Medicare MTM initiatives) in partnership with leadership, lobbyists, and external experts.
- Assist with research, briefing materials, and documentation to advance government funding and systems-change strategies.

Board & Organizational Support

- Provide staff support to the Board Public Policy Committee, including agenda development, meeting materials, and follow-up.
- Support preparation of annual public policy goals and progress updates for Board review.
- Serve as the primary staff liaison to hired state and federal lobbyists, in coordination with the CEO.

Other

- Assist other department staff members with special events, community partner-related events, speaking opportunities and community activities.
- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly, and helpful attitude at all times.
- Other related duties as assigned.

Requirements:

- 10-12 years of experience in relevant and similar role and responsibilities.
- Bachelor's degree preferred.
- A sound understanding of the legislative process and experience building relationships.
- Experience in exercising sound judgment and delivering high quality results.
- Excellent written and verbal communication skills.
- Strong writing and public speaking skills.
- Solid understanding of subject area to advise and provide guidance within area of expertise.
- Knowledge of public sector processes and issues (e.g. taxes, infrastructure, legislative, etc.).
- Ability to research and build documentation to support positions and develop compelling case for support by elected and appointed officials.

- Strong leadership and communication skills.
- Great organizational skills and ability to adapt quickly to the changing needs of the business.
- A demonstrated commitment and understanding of high customer service.
- Ability to be energizing and contribute to a positive team environment.
- The ability to maintain a positive attitude and cheerful demeanor in stressful situations.
- Ability to multitask and keep composure while working under pressure during busy periods.
- Ability to work independently, as part of a team, and across departments.
- High work ethic and demonstrated reliability.
- Ability to work on two different sites as needed.
- Flexible schedule to meet operational needs.
- Ability to adhere to attendance and punctuality requirements, to meet time-sensitive client and business needs.
- Sensitivity and commitment to diversity and ability to work respectfully with a wide array of co-workers and members of the community.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer, and copy machine).
- Able to do public speaking.
- Able to sit or stand for extended periods of time.
- Ability to review and reply to documents and information on the computer screen, as well as to use a computer and a variety of software programs.

Reports To: Chief Executive Officer

Location: Minneapolis and St. Paul, MN/Hybrid

Pay Rate: \$38.50 per hour

Hours: 10- 20 hours per week, depending on need from January - June

To Apply:

Please send a resume and cover letter to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Ave, Minneapolis, MN 55404

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, pet insurance, commuter-transit and parking, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan, voluntary life, critical illness, hospital indemnity, and accident insurance are also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer