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POSITION DESCRIPTION: **POLICY ASSOCIATE**

ABOUT VOICES

Voices for Ohio's Children advocates for public policy that improves the well-being of Ohio's children and their families through legislative advocacy, public education, and building nonpartisan collaborations. Our advocacy plays a big role in educating and influencing the community and public officials about sound public policies that help children succeed. *Voices* has offices in Cleveland and Columbus and is the voice of Ohio's nearly three million children.

OVERALL DUTIES AND TASKS

This position will work under the primary supervision of the CEO and coordinate, develop, implement, and support Voices' public policy work. The successful candidate will be an independent thinker and eager to engage in the public policy process on all levels. Functions of this position include:

- Research, writing, outreach, and meeting coordination
- Track and analyze relevant state and federal legislation to determine the impact on Ohio's children and families and Voices' position.
- Manage specific policy projects in assigned policy areas.
- Establish regular contact with Ohio legislators and other stakeholders through monthly Kids Talk presentations, Policy Webinars, email updates, and in-person meetings.
- Build and support on-going, state-level coalitions for assigned policy areas.
- Represent Voices at external meetings and report back to CEO.
- Research children's public policy issues and write policy briefs, legislative testimonies, blog posts, and action alerts.
- Provide communications support by creating and distributing social media, website, and email updates as needed.
- Plan and coordinate Kids Talk, Policy Webinars, Advocacy Day, the Kids Summit and other policy-related events for the organization; support all other events as needed.
- Provide general support for CEO, PPPAC, and Policy Team including the coordination of meetings, i.e. create agendas, take notes, and prepare policy analysis on legislation.
- Write grant reports and updates, and contribute to proposal development.
- Help to build advocacy capacity for Voices PPPAC, strategic partners, and board members through advocacy trainings, presentations, and dissemination of policy related information for youth and adults.
- Assist in other project areas, as needed and within scope of work.



- Participate actively in team meetings (in-person and via-phone).
- Other duties as assigned.

BENEFITS AND SALARY

Voices offers a comprehensive package of benefits that includes medical, dental, vision, retirement, long-term disability, and life insurance. The range of salary for this position is \$30,000-\$40,000 annually. The position offers opportunities to tele-commute from home.

QUALIFICATIONS

- Bachelor's degree required.
- One to two years of experience working with advocacy, lobbying, and/or grassroots efforts.
- Solid understanding of the Ohio General Assembly and the state's legislative process.
- Experience working in coalitions, including the development and coordination of action plans and communications.
- Demonstrated commitment to advancing the well-being of children and families.
- Experience with and/or knowledge of children's issues in Ohio preferred.
- Excellent skills in Microsoft Word; solid experience with Excel, PowerPoint, and Outlook.
- Experience with social media and online advocacy preferred.
- Ability to work effectively both independently and as part of a team.
- Excellent oral and written communications skills.
- Strong research skills.
- Ability to manage multiple priorities under tight deadlines.
- Requires a solutions oriented and flexible disposition. A successful candidate will be a self-starter energized by the Voices mission.

APPLICATION PROCESS

To apply, please send your resume, a cover letter explaining your qualifications for the position to Brandi Slaughter at brandi@raiseyourvoiceforkids.org by August 31, 2017.

Visit **RaiseYourVoiceForKids.org**

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