



JOB POSTING

Organization:	Groundwork Ohio <i>(a fiscally sponsored project of Community Initiatives)</i>
Position:	Policy Associate
Reports To:	Executive Director, Policy Director & Legal Counsel

Overview:

Groundwork Ohio is the statewide, nonpartisan, advocacy organization committed to advancing quality early care and education for Ohio's most at-risk young children. Groundwork advances early childhood systems in Ohio by engaging, educating and mobilizing diverse stakeholders and strategic partners to promote data-driven and evidence-based early childhood policies. Groundwork is seeking a full-time Policy Associate to support its statewide effort so that every child has the best chance for lifelong success.

Job Responsibilities:

- Under the supervision of the Executive Director and as a direct report to the Policy Director, coordinate, develop, implement, and support Groundwork's policy agenda;
- Support specific policy projects/campaigns and goals, including contributing to project planning and strategy and ensuring execution of deliverables;
- Support building advocacy capacity for Groundwork including fostering relationships with Steering Committee members, strategic partners, executive and legislative decision-makers and staff through strategic communication including written communication, meetings, presentations, and dissemination of policy related information;
- Prepare background materials for targeted legislative audiences, including assisting with legislative briefings, preparing testimony, press releases, action alerts and talking points;
- Represent Groundwork at external meetings and report back to Policy Director;
- Research early care and education policy issues and write advocacy materials and policy briefs;
- Support state level early care and education coalitions;
- Study and analyze local, state and federal legislative public policy proposals to determine impact on children and families in Ohio;
- Identify promising practices at local and regional levels throughout the state;
- Support all aspects of Groundwork events including advocacy day, public policy forums, legislative briefings and other policy-related events for the organization;

- Support an integrated strategic communications plan to advance Groundwork's policy goals and increase visibility of its presence across key stakeholder audiences;
- Contribute to content for Groundwork communications including print publications, Website, E-News, social media and other online communications;
- Provide administrative, development and operations support as needed;
- Prepare and submit expense reports in a timely fashion;
- Other duties as assigned.

Required Qualifications

- 2-5 year of experience, preferably with exposure to the political and social landscapes of Ohio.
- Bachelor's Degree.
- Passionate about advancing Groundwork's mission.
- Thoughtful, proactive and resourceful problem solver.
- Outstanding communicator.
- Strong work ethic.
- Eager and willing to learn in a fast-paced environment.
- Works well with other co-workers.
- Committed to diversity, equity and inclusion.
- Possesses a valid driver's license and car insurance.

Benefits:

- Competitive salary commensurate with experience.
- Medical, Dental and Vision Insurance
- Group Life/AD&D Insurance
- Short-Term/Long-Term Disability Insurance
- 401(k) Plan

Please submit resume and cover letter for consideration to lwolf@groundworkohio.org. Additional writing sample and professional references may be requested after initial review of application. All applicants will get written notification via email of whether or not they will be invited to an interview.