



**Ohio Job and Family Services**  
**Directors' Association**  
An Equal Opportunity Employer

## **SENIOR POLICY ASSOCIATE**

### **JOB DESCRIPTION**

OJFSDA is a member-driven non-profit organization that represents the directors of county job and family services (JFS) agencies. County JFS agencies administer vital human service programs that touch the lives of one in four Ohioans every day. OJFSDA communicates key issues and solutions regarding the delivery of social services to policymakers at all levels of government. The Association also provides training and networking opportunities for members and county agency staff and works with key state agencies to develop regulatory and technical solutions to solve policy and operational challenges.

The Senior Policy Associate will assist in the development and execution of overall association strategy, legislative and executive outreach, and implementation of legislative and executive policy priorities. This position helps coordinate Association operations to ensure quality services to members and effective outreach and communications with stakeholders. A successful candidate will have a strong interest in human service policies, a demonstrated ability to interpret federal and state policy, and a desire to help Ohio families. This position requires a versatile individual who has strong research, analytical, and communications skills, and who is comfortable explaining policy proposals to various audiences and key stakeholders. The position requires initiative and the ability to work successfully in a fast-paced environment.

### **RESPONSIBILITIES**

In collaboration with the OJFSDA Executive Director and Staff:

- Assist in the development and execution of overall association strategy, legislative and executive outreach, and implementation of policy priorities.
- Represent the Association in meetings with state agency staff and legislators and provide constructive feedback.
- Request state agency data and analyze the effects on membership.
- Make presentations to the membership regarding policy proposals and prepare alternatives for members' consideration.
- Assist in the identification and development of public policy proposals to address areas of need for the counties.
- Assist in the development and execution of Association communication efforts.
- Represent the Association in district meetings and provide member services in terms of research, appropriate referrals, and identification of technical assistance.



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- Cultivate and maintain relationships with the membership.
- Monitor, research, and analyze federal and state policy proposals impacting the job and family services system.
- Serve as liaison to other county affiliate groups, advocacy organizations, and stakeholder groups.
- Respond to media inquiries as needed.
- Travel to county JFS agencies and district meetings on a fairly regular basis with some overnight travel required for association conferences; occasional need to work irregular hours.
- Perform administrative duties as assigned.

**QUALIFICATIONS:**

- Ability to be self-driven and organized in managing and completing tasks.
- Bachelor's or master's degree in public policy, public administration, or a related field, with at least 5 years of professional experience in human service policy.
- Experience interpreting federal and state policies governing human service programs and understanding the operational and programmatic impacts of policy changes.
- Experience using Microsoft Office (i.e. Word, Excel, PowerPoint).
- Experience writing analytical and persuasive documents for professional audiences.
- Excellent communication skills, both verbal and written.
- Professional discretion in handling potentially sensitive information.
- Ability to work collaboratively with a team in a busy, supportive environment.
- Maintain appropriate state and/or federal lobbying registration.
- Valid Ohio driver's license and current auto insurance.

**Salary range:** \$90,000 - \$110,000

**Benefits:**

- Retirement
- Medical, Dental, and Vision Insurance
- Paid Vacation, Sick, and Personal Leave
- 11 Paid Holidays each year
- Childbirth/Adoption Leave



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**How to apply:** Submit a resume, cover letter, and two writing samples to [hiring@ojfsda.org](mailto:hiring@ojfsda.org). Applications will be reviewed on a rolling basis.

**Work Location:** In person in downtown Columbus with limited hybrid after probationary period; occasional travel required.