



## *Job Description*

Organization:	Groundwork Ohio
Position:	Special Projects Associate
Reports To:	Chief Operating & Policy Officer

### Overview:

Groundwork Ohio is the statewide, nonpartisan, advocacy organization committed to championing high-quality early learning and healthy development strategies from the prenatal period to age five, that lay a strong foundation for Ohio kids, families and communities. 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. The Special Projects Associate will support Groundwork's statewide effort so that every child has the best chance for lifelong success.

### Job Responsibilities:

- Under the supervision of the President & CEO and as a direct report to the Chief Operating & Policy Officer (COO) support Groundwork's policy development, external affairs and operations;
- Support strategic projects, campaigns, programs, events and objectives that contribute to Groundwork's growing policy development, coalition management, stakeholder engagement and organizational expertise including contributing to project development, planning and ensuring execution of deliverables.
- Support building policy and advocacy capacity for Groundwork Ohio including fostering relationships with stakeholders, strategic partners, funders, technical assistance and field experts, executive and legislative decision-makers and staff through diverse and consistent communication including written communication, electronic communication, web and social media platforms, meetings, presentations, and other tactics to disseminate information;
- Provide a continuum of administrative, development, operations and event support as assigned by the COO;
- Represent Groundwork at external meetings and report back to COO and other leadership and support staff;
- Research early childhood policy issues and write advocacy materials and policy briefs;
- Prepare background materials for targeted legislative or other stakeholder audiences, including assisting with legislative briefings, preparing testimony, press releases, action alerts and talking points;

- Contribute to content for Groundwork communications including print publications, Website, E-News, social media and other online communications;
- Support the Groundwork Early Childhood Leadership Fellowship, especially by contributing to meeting planning and agenda development.
- 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.

Salary commensurate with experience along with competitive benefits package including health insurance, vacation and sick time, and 401K. Groundwork Ohio is an equal opportunity employer committed to diversity, equity and inclusion. **Prospective applicants ready to collaborate with an awesome and highly-effective team of professionals are encouraged to send a resume with cover letter to Lynanne Gutierrez at [lgutierrez@groundworkohio.org](mailto:lgutierrez@groundworkohio.org) by Monday, January 31, 2022.**