

April 2021 | Los Angeles



OPEN POSITION ANNOUNCEMENT: Policy Associate

WHO WE ARE

The Children's Partnership (TCP) is a California advocacy organization whose mission is to advance child health equity through policy, research and community engagement.

POSITION SUMMARY

TCP seeks an organized, motivated and energetic individual to serve in a support role to our Policy Team, supporting all aspects of TCP's work to advance the well-being of children, particularly those from marginalized communities. This position will report to a Policy Director and responsibilities include but are not limited to: research and analysis, writing, project management, relationship development and management, community engagement, and local and state advocacy, as well as administrative support.

OUR VALUES

Balance, Equity, Growth, Accountability and Trust

PRIMARY RESPONSIBILITIES

- Support Policy team by providing timely, accurate, and relevant research on a broad range of issues relating to the well-being of children in marginalized communities (also highlight and note the unexpected issues, barriers, or opportunities that may arise in researching particular topics)
 - Monitor state and federal policy and research and proactively keep TCP staff abreast of current and emerging issues related to health equity
 - Ensure the organization's use of data is regular, purposeful and accurate; this includes finding, compiling and calculating the data as needed for different projects, creating a system track and maintain data, and making suggestions for data to support policy efforts
 - Drafts, conducts research for, and helps develop content for TCP products like one-pagers, talking points, issue briefs, data charts and visuals, infographics, presentations, funding requests, and social media to be used with selected internal or external audiences to advance TCP policy and/or government relations activities.
 - Assists in the developing, proof-reading, fact-checking and reviewing documents, presentations, and data analysis on behalf of TCP's policy team.
 - Attends, supports and reports on briefings, hearings, coalition meetings and conference calls as needed, including sharing agendas, taking detailed notes (and bringing the child health equity perspective), communicating next steps, and coordinating activities
 - Carry out programmatic and administrative tasks for TCP's policy team
 - Help contribute to and maintain systems to meet deadlines
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- Schedule, manage logistics and prepare materials for both internal and external meetings, events and travel
 - Represent TCP on coalitions and at meetings, policy briefings, and other external events

QUALIFICATIONS AND COMPETENCIES

- Demonstrated commitment to equity and racial justice
- Bachelor's degree required; graduate degree in public policy, public health, law, or the social sciences preferred.
- Experience in and knowledge of social/health policy and/or advocacy, especially with policy and issues related to racial justice and equity, public programs, healthcare delivery systems, and social determinants of health
- Experience or training in California legislative process or equivalent is beneficial
- Ability to communicate in other languages a plus
- Excellent research, writing, and policy analysis skills, including ability to accurately and concisely summarize complex information for a broad range of audiences
- Strong project manager with demonstrated ability to see a project through and clearly communicate and hold themselves and others accountable to timelines and deliverables
- Demonstrated ability to handle multiple projects at a time, prioritize duties, and work independently while functioning as a member of a team
- Excellent writing, proofreading, and oral communication skills
- Advanced level of proficiency and previous experience with the Google Suite, Microsoft Word, Excel, PowerPoint
- Ability to effectively communicate & collaborate within a diverse community with a variety of stakeholders

APPLICATION PROCESS

Email **resume, cover letter and a writing sample** to search@childrenspartnership.org. Please put "Policy Associate" in the subject line. No phone calls, please.

SALARY & BENEFITS

This is a full-time position with a competitive salary and a comprehensive benefits package, including 100% company paid healthcare premiums. The salary range for this position is \$55,000 - \$65,000.

TCP is an Equal Opportunity Employer that will not discriminate against applicants or employees based upon any characteristics that are protected by federal, state, or local laws, regulations or ordinances. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.