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## OPEN POSITION ANNOUNCEMENT: POLICY ASSOCIATE

### WHO WE ARE

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

### POSITION SUMMARY

The Policy Associate supports the Policy Team with developing and implementing advocacy strategies that engage policymakers, key stakeholders, and build coalitions around TCP's core issue area. While each Policy Associate has a direct supervisor and will primarily support their Supervisor's portfolio, it is expected that the Policy Associate serve as a generalist and support the entire policy team on advancing TCP priorities. A Policy Associate can expect to engage with multiple issues at once - with the common TCP throughline of child healthy equity.

The Policy Associate is responsible for tracking, developing, and analyzing policy proposals, legislative activities, and relationships; preparing drafts of timely and compelling advocacy materials; project managing by creating and ensuring the team is adhering to work plans, supporting the development and maintenance of policymaker, coalition, and stakeholder relationships; and providing administrative support to advance TCP's policy and advocacy efforts.

### OUR VALUES

Balance, Equity, Growth, Accountability and Trust

### PRIMARY RESPONSIBILITIES

#### Policy Analysis + Advocacy Activities (40%)

- Support Policy staff by providing timely, accurate, and relevant research on a broad range of issues relating to the well-being of children in marginalized communities (highlight and note the unexpected issues, barriers, or opportunities that may arise in researching particular topics)
- Write and disseminate briefing documents to educate internal team members and community members
- Monitor state and federal health policy and research and proactively keep TCP staff abreast of current and emerging issues, partnership opportunities and potential projects related to health equity and social determinants of health
- Contribute to and develop content for external TCP policy communications including: public comments, web content, issue briefs, social media content, reports, fact sheets, issue briefs, white papers and funding requests

### **Project Management Activities (25%)**

- Project manage policy-related communications, events, listening sessions, focus groups, campaigns and advocacy activities

### **Coalition Support & Engagement (15%)**

- Assist in supporting or facilitating coalition/workgroup logistics including sharing agendas, taking detailed notes, communicating next steps, and coordinating coalition activities

### **Administrative Support (20%)**

- Manage logistics and prepare materials for both internal and external meetings, events and travel
- Represent TCP at meetings, briefings, and other external events and take notes, capture key takeaways and report back to TCP team
- Execute and support management of projects under supervision of a Policy Director, including carrying out administrative tasks for TCP's policy team
- Attend regular internal and external meetings as needed

## **QUALIFICATIONS + PROFESSIONAL EXPERIENCE REQUIREMENTS**

- Demonstrated strong cultural humility and commitment to racial equity and anti-racism
- Bachelor's degree required; graduate degree in public policy, public health, law, or the social sciences preferred.
- A minimum of 3 years of experience in social/health/public policy, political science and/or advocacy.
- Experience or training in the California legislative process is beneficial.
- Knowledge of policy and issues related to children and youth, racial justice and equity, healthcare delivery systems, and social determinants of health.
- Ability to communicate in other languages is a plus.

## **DESIRED COMPETENCIES**

- Excellent research, writing, and policy analysis skills, including ability to accurately and concisely summarize complex information for a broad range of audiences
- Strong project management with demonstrated ability to see a project through and hold themselves and others accountable to timelines and deliverables
- Resourcefulness -
- Ability to facilitate discussions and actively listen
- Demonstrated history of handling multiple projects at a time, prioritizing duties, and working 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](mailto:search@childrenspartnership.org). Please put "Policy Associate" in the subject line. No phone calls, please.

### **SALARY & BENEFITS**

The starting salary range for this position is \$65,000 - 70,000 based on experience and skill set. The Children's Partnership also offers an excellent benefits package which includes 100% employer-paid premiums for health, vision, dental, life insurance, and long-term disability.

TCP also offers a matching 401K, generous paid time off policies and dedicated professional development funding that encourages and supports growth opportunities for all full-time team members.

TCP is an Equal Opportunity Employer that values and welcomes diversity in the workplace and will not discriminate against applicants or employees based upon any characteristics that are protected by federal, state, or local laws, regulations or ordinances.