



## **Community Action Partnership Position Description**

### **Senior Associate, Public Policy and Advocacy**

#### **SUMMARY**

Under the immediate supervision of the Chief Executive Officer, the Senior Associate for Public Policy and Advocacy will be responsible for supporting the Community Action Partnership's policy agenda by preparing written products on a range of policy topics focused on family economic security, interfacing with interest groups and coalitions addressing issues around poverty, working with the CEO and the board's public policy committee to annually develop the association's policy platform, and provide training and technical assistance to the Community Action Network to support member engagement on core policy issues. The salary range for this position is \$60,000-\$70,000 depending on experience. The position is located in the Partnership's Washington, DC office. Overnight and out of state travel is required

**TO APPLY:** Send cover letter, writing sample, and resume to [jobs@communityactionpartnership.com](mailto:jobs@communityactionpartnership.com)

#### **DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

- Support the work of the Partnership by providing analysis, research, training/technical assistance, and material development on a range of issues impacting families with low incomes and struggling communities. This may include but not be limited to energy, hunger, housing, employment, early childhood education, racial equity, community resilience, family well-being, health, and community economic development. Poverty is a complex problem and this position will balance the need for analyses of specific sub-sector issues (e.g. hunger) with the need for macro discussion on poverty writ large.
- Research and report on a wide range of policy issues related to poverty and economic security relevant for the Community Action Network. Draft summary briefs and other substantive communication materials that explain policy issues to various audiences and that can be used by local agencies and state associations for local, state, and national advocacy. This would include one-pagers, issue papers, talking points, infographics, and other visuals useful in information dissemination.
- Develop policy and advocacy messages for multiple audiences including policy makers, regulators, Community Action Agency and State Association leaders, etc.
- Develop and provide training focused on strengthening the advocacy skills of Community Action Agency staff, board members, and volunteers.
- Serve as team lead on research and resource curation related to policy issues related to poverty.
- Design and implement advocacy courses hosted in the web-based learning management system, Community Action Academy, built on the Moodle platform.
- Respond to CAA, State Association, and State CSBG Lead Agency T/TA requests focused on policy and advocacy.
- Participate and represent the Partnership in a range of coalition activities, including attending organization conferences whose policy content intersects with Community Action.
- Support management activities, including participating in budget development, grant reporting, and grant writing as needed.
- Promote and communicate Partnership T/TA activities, as well as T/TA opportunities, for CAAs via email, social media, E-News, and other channels.
- Take the lead in planning and training activities for the Partnership's Annual Convention and Management and Leadership Training Conference and lead the Partnership's track on policy-related issues at each event.

- Provide staffing support to the Partnership's Public Policy Committee and develop strategies for broader membership engagement.
- Coordinate the network dissemination strategy for the project including web platforms, social media, and written publications.
- Support research and content development related to new publications and serve as a member of the writing and editorial team.
- Support and collaborate with Partnership colleagues on potential program development and policy advocacy for CAAs.
- Develop and strengthen strategic partnerships with organizations who have aligned missions.
- Communicate and participate in meetings with national partners on national T/TA priorities and activities.
- Manage and work on multiple projects, work within tight deadlines, and prioritize work as necessary.
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

May at times supervise staff and managers of others.

## **QUALIFICATIONS**

- At least 5-7 years of experience in a public policy setting. Experience working directly with Community Action Agencies preferred but not required.
- Minimum four-year Bachelor of Arts or Sciences degree in public policy, social work, public administration, economics, or a related field of study. *Master's degree preferred. Master's Degree in related field may substitute for up to two years' experience*
- Knowledge, experience, and demonstrated interest with policy issues related to poverty and economic security.
- Must demonstrate strong writing and editing skills and the ability to convey information on complex issues both verbally and in writing, and have experience speaking in formal and informal settings.
- Be a self-starter as well as a team-oriented individual with strong interpersonal skills and a positive, professional attitude

### *Other Desired Qualifications*

- Demonstrated experience/expertise in:
  - Ability to interpret, explain and apply applicable laws, rules, and regulations.
  - Project planning, budgeting, and management/administration.
  - Coalition or Learning Cluster management/staffing
  - Results-oriented management and accountability (ROMA) or comparable system
  - Grants management
- Excellent oral, written, and group communication skills.
- Excellent interpersonal skills and high ethical standards.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Ability to think creatively and be a key contributor to Partnership goals.
- Ability to build and grow mutually beneficial business relationships across industries and geographies.
- CCAP (Certified Community Action Professional).

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the regular work environment is usually moderate.
- The ability to travel for activities such as meetings, classes, and workshops in and out of the area.
- Must be able to travel by air to attend training, conferences, project sites, and related activities.

- Regular overnight, out of state travel is required approximately 30% of the time.