

Job Announcement: Policy Associate

About the Job: The Partnership for Children and Youth is seeking a highly-motivated Policy Associate to support our ongoing policy development and advocacy efforts to improve and expand support services for children in low-income communities. This position will focus primarily on afterschool and summer learning policy, community schools policy, and the emerging arena of “Expanded Learning Time.” However, the Associate will also support other key policy areas that relate to our work and mission.

The Associate position involves policy development, project management, research and analysis, report writing, coalition building and outreach to key constituencies. Candidates must have exceptional oral and written communication skills, the ability to manage multiple tasks efficiently, excellent judgment, comfort in juggling tasks from the mundane to the more strategic, and an ability to work productively in a fast-paced, team-oriented environment. This position is based in Oakland but there will frequently be time spent in Sacramento during strategically important periods in the legislative session.

About the Organization: The Partnership for Children and Youth is a non-profit intermediary organization based in downtown Oakland. Our mission is to ensure that school-age children and youth living in low-income communities have the support and the opportunities they need and deserve to be successful in school and in life. We help schools secure the resources necessary to provide after school and summer programs, health care and nutritious meals – the things we know children need to succeed and thrive. We are currently a staff of six, plus several regular consultants who work on specialized projects. For more information, please visit our website at www.partnerforchildren.org.

Primary Responsibilities:

- Support all aspects of the Partnership’s ongoing policy analysis and development efforts;
- Manage policy projects;
- Represent the organization at collaborative meetings and build strong relationships with partners, advocates, government officials and other stakeholders;
- Identify and outreach to key stakeholders as potential partners in policy initiatives;
- Assist in general data gathering and analysis;
- Conduct literature reviews and research various topics using academic, on-line and other resources;
- Assist with the production and distribution of publications;
- Track legislation, policy developments, and research related to the Partnership’s issue areas;
- Work closely with other staff to support the communications, development and administrative needs of the organization.

Desired Qualifications:

- Bachelor's degree is required; an advanced degree in public policy or a related field is preferred;
- Familiarity and experience with the California state legislative process;
- Knowledge of education-related policy—such as after school, summer, community schools or school-linked services issues—is a plus.
- Demonstrated communication, collaboration, and coordination skills with internal and external individuals and groups;
- Exceptional writing and editing skills;
- Demonstrated high-level skill and effectiveness at project management;
- Excellent organizational and administrative skills and attention to detail;
- Ability to develop strong and effective working relationships with diverse constituencies;
- Ability to use MS Office with strong word processing, Excel, database and Internet research skills.

Compensation: Salary commensurate with experience. Benefits include health, 401k and Flexible Spending Account.

To apply: Please send cover letter and resume to:

Partnership for Children and Youth
Attn: Beth Zygielbaum
1611 Telegraph Ave., Suite 404
Oakland, CA 94612
Fax: 510-763-1974

E-mail: beth@partnerforchildren.org

E-mail applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position. Please do not call. Position is open until filled.

Partnership for Children and Youth is an equal opportunity employer and is committed to staff diversity