



Policy and Program Associate

POSITION: This position will monitor legislation affecting children and families; collect, evaluate and synthesize information related to public policy issues affecting children; create timely reports and briefs for policymakers, the media and the public; help disseminate information to the organization's constituents and partners; and provide advocacy assistance and support to federal, state and community partners as needed. This position will focus on issues related to the child welfare system, including but not limited to issues affecting prevention, kinship care, supports for youth and families involved with the child welfare system, and older youth.

QUALIFICATIONS: Candidates able to hit the ground running with an understanding of policy and government work, including strong working knowledge and/or experience in the operation of governmental departments such as the Department of Health and Human Services, are encouraged to apply.

Baccalaureate degree with major in public policy, social science, or any related field is strongly desired. Strong research, writing and analytical skills are critical, including the ability to present complex issues concisely for a range of audiences – within tight timelines. A basic knowledge of social structures and child welfare issues affecting children, and familiarity with the legislative process are preferred. Should be well organized and be able to multi-task, and have the ability to coordinate and manage events.

DUTIES:

1. Conduct research, analyze legislative and executive plans, and plans in other arenas of the public and private sector, that would affect child, youth, or family outcomes.
2. Monitor state budget and statute development relating to children, youth, and families programs, especially in areas relating to child welfare policy and prevention. Help prepare timely reports, fact sheets, and concise policy/issue briefs on current and emerging policy issues for policymakers, the media and the public.
3. Build, maintain, and leverage relationships with key public and private stakeholders to advance the organization's goals.
4. Contribute with broader team to develop and implement the advocacy strategies of the organization, including communicating policy goals and needs to inform communications, outreach, and mobilization activities.
5. Represent agency at policy and other meetings as directed.

SUPERVISOR: Vice President

OTHER REQUIREMENTS: Must have reliable transportation and be able to travel throughout the State of Michigan. Position may require overnight stays in carrying out duties.

This is a full-time salaried position with a range of \$55,000-\$70,000. The starting salary will be commensurate with experience. An excellent package of benefits including health insurance and a 401k plan is available.

Michigan's Children is an Equal Opportunity Employer

Send cover letter and resume to Michigan's Children, 215 S. Washington Square, Suite 135, Lansing, MI 48933

Or email to info@michiganschildren.org