Policy Analyst Position Description

Employer
Voices for Georgia's Children (www.georgiavoices.org) is celebrating 15 years as an independent non-profit organization that seeks to ensure all children to be safe, healthy, educated, connected to family and community, and prepared to be productive and responsible citizens. As advocates for the next generation, our primary functions are education and research, communication, coalition building, and public and legislative advocacy. We believe that sound, research-based public policy provides the basis for adequate investment, effective systems, and productive programs that will lead to good outcomes for children. To achieve policy change we provide elected officials, agency and community leaders with the information, experience, and constituent voice that support sound decisions about children. Voices plays a key role in several statewide coalitions, state leadership initiatives, and fosters a team environment where most projects engage multiple members of the staff to achieve excellence.

Our Strategy
We achieve our influence through advocacy with elected and appointed officials and through extensive collaboration and engagement of local, state and national organizations. We partner with academic and nonprofit organizations with deep knowledge of key children's issues to ensure a research-base to our policy agenda. We convene leadership teams of organizations with common objectives for collective advocacy; and we engage and educate a broad network of individuals and organizations to encourage a community culture that gives priority to children. Through traditional and social media we educate and encourage the larger community to support the needs of children.

Policy Agenda
Voices' policy agenda aims to improve laws, regulations, administrative initiatives and priorities, and state investments to the betterment of child wellbeing and the systems that serve children. Priorities of the agenda are early childhood development from birth to age eight; child health, including quality health coverage for all children; vulnerable and disconnected youth, young people ages 14-21 who need support and intervention to get back on track to a successful adulthood; and quality out-of-school time programs and family's access to them. We advance these policies in the public arena as well as protect and defend against threats to children and the families that support them.

Position Summary
The Policy Analyst will provide research, report writing, and project management support for all policy priorities that are part of the Voices' child policy agenda. The Policy Analyst will help conduct research to inform Voices' policy recommendations, and assist with the creation of related communications and publications. The ideal candidate will have qualitative and quantitative research and analysis skills and experience, and possess knowledge in one or more of the following subject matter areas: child health / behavioral health, early childhood education, education, juvenile justice, and child welfare. The Policy Analyst will report directly to the Research & Policy Director, and will heavily interface and work with Voices' Executive Director and Advocacy Director as needed.

Responsibilities
- Conduct research and analyze data to inform Voices' advocacy and content, as related to Voices' Policy Agenda.
- Attend meeting, events and hearings, and report findings to the team.
- Track and translate federal and state legislation.
- Manage and facilitate collaborative meetings.
- Author content (e.g., fact sheets, data visualizations, white papers, reports, presentations) as needed.
- Manage projects, including the development of timelines and strategies, and organization of key deliverables.
- Assist with grant / funding opportunity identification and applications.

Knowledge, Skills and Abilities
- Qualitative and quantitative research and data analysis skills and experience.
- Advanced knowledge of Microsoft Office Suite, including Microsoft Excel.
- Strong writing skills.
- Strong interpersonal and verbal communications skills for representation of the organization with external partners and policy-makers.
- Ability to effectively lead and facilitate meetings with key stakeholders.
- Ability to anticipate workload and meet deadlines.
- Flexibility, high energy, and a strong team player. Willingness to change tasks on short notice and pitch in on team products when needed.
- Geo-mapping experience.

Minimum Qualifications
Applicants must have education, training and/or experience demonstrating competence in each of the following areas.
- Master's degree and two years of experience working in research, policy, advocacy, or otherwise related work environment.
- Ability to professionally represent the organization to external stakeholders.
- Ability to demonstrate a high level of attention to detail and task orientation.
- Ability to exercise sound judgment independently.

Compensation
The salary range for this position is $48,000-55,000.

To apply: Please submit a cover letter and resume to mdowdell@georgiavoices.org with "Policy Analyst Resume" in the subject line. No calls, please.

Voices is an equal opportunity employer.