

Position: Program Coordinator

Advocates for Children and Youth improves the lives and experiences of Maryland's children through policy change and program improvement. We are every child's ally, working with government agencies and elected officials to continuously improve each child's present and future.

Through our multi-issue platform, we affect the entirety of children's worlds—the systems they touch, the people they interact with, and the environment where they live. We champion solutions to child welfare, education, health, and juvenile justice issues, positioning us to influence the full spectrum of youth experiences.

We provide advocacy and impact data, as well as personalized stories, to help tell the story of Maryland's children:

- **Advocacy Data:** We research and recommend best practices to inform or further our work as we champion a course of action or support a point of view.
- **Impact Data:** We collect and publish statistics on more than 60 indicators of child well-being as part of our work as a KidsCount® affiliate.
- **Recommendations:** We offer sound ideas to agencies, policy makers and our community based on extensive research, in-depth analysis and proven programs in order to better the lives of Maryland's children.
- **Stories:** We compile and share personalized stories so that we can continually connect with those that we serve.

Position Summary:

This person will provide general support and assist ACY's child welfare and education efforts. This person is integral to furthering ACY's education and child welfare policy priorities through robust coalition engagement, grants management, administrative assistance, and other duties as assigned. He or she will be attending and providing substantive input at meetings with education and child welfare stakeholders. The right individual possesses a passion for children's issues and an ability to learn and act quickly, effectively, and collaboratively.

This position is a great opportunity for someone with a diverse skill set, excellent organizational skills, and a strong people-oriented approach who wants to further children's issues in creative ways. As a member of a small team, there are many opportunities for hands-on experience and growth.

RESPONSIBILITIES:

- Conduct research on relevant children's issues and prepare reports of recommendations
- Develop strategies and materials for educating and engaging a broad base of stakeholders around ACY's policy priorities. This includes, but is not limited to:
 - Developing social media campaigns to raise awareness on an issue and/or solicit input and recommendations from the community
 - Creating a range of education and outreach materials for a variety of audiences (infographics, white papers, one-pagers, policy briefs, PowerPoint or Prezi presentations, etc.)
 - Writing regular updates for ACY's webpage about ACY's child welfare and education programs
- Advance ACY's education and child welfare priorities through robust participation in coalitions. This includes, but is not limited to:
 - Attending regular coalition meetings & maintaining strong relationships with coalition partners
 - Assisting with the planning and execution of small- and large-scale coalition events

- Providing administrative support to the coalition (note-taking, preparing agendas, planning and running meetings, etc.)
- Developing educational and outreach materials to further the advocacy goals of the coalition
- Ensure compliance with grant writing and reporting requirements. This includes, but is not limited to:
 - Working collaboratively with ACY's Grants Manager to identify grant deadlines and ensure they are met
 - Assisting with the development of grant requests and writing of grant reports
- Assist with other duties as assigned, including but not limited to:
 - Preparing and editing testimony
 - Scheduling and organizing meetings
 - Preparing memoranda in preparation for meetings or conference calls
 - General administrative tasks

NECESSARY SKILLS

- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and ability to learn other applications as needed
- Graphic design skills & familiarity with design programs
- Knowledge of social media and social media strategies
- Strong interpersonal skills, energy, and initiative
- Ability to successfully work individually and collaboratively within a team
- Excellent organizational skills & analytical ability
- Ability to effectively manage multiple projects with competing priorities and project deadlines
- Excellent research, writing, and editing abilities

POSITION REQUIREMENTS

- Education: Bachelor's Degree
- At least two years' experience in an office environment; preferably for a not-for-profit
- Strong interest in the work and mission of ACY and the ability to represent the organization externally
- Ability to learn quickly and take initiative
- A self-motivated & highly disciplined work ethic
- High attention to detail and appreciation of detail-oriented tasks
- Experience planning and executing small and large-scale events
- Experience leveraging social media to build awareness and advance an issue
- Sensitivity to working in and engaging diverse communities
- Some local travel required

This is a full time position.

Those interested should send their resume and writing sample to jobsearch@acy.org by close of business October 5, 2015. No phone calls please.

Advocates for Children and Youth is committed to diversity and inclusion in every aspect of its work. We encourage people of all backgrounds and abilities to apply for this position. ACY is an equal opportunity employer and considers all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.