

**Advocates for Children and Youth Contractor**  
**05.26.21**

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**Position Title:** Education and Youth Justice Consultant

**Reports to:** Executive Director or designee

**Location:** Remote Work. This position is remote and may include regular travel to Annapolis as well as potential travel across the state during legislative session; No reimbursement is available for travel. Please note, staff are working remotely due to the COVID-19 pandemic.

**FT / PT /Contract:** This is a contract position of up to 20 hours per week for 4-6months. Some evenings or weekends may be necessary for community-based meetings. An agreement will be produced for signature.

**Benefits Eligible:** No benefits. ACY is closed between Christmas and New Years, plus 12 other holidays

**Rate:** \$30-40/hr. based on the individual's education and experience.

**Updated:** May 26, 2021

### **Summary**

The **Education and Youth Justice Consultant** advises ACY, assists with developing and implementing new and innovative solutions to reduce the number of youth interacting with the education and juvenile justice system, as well as improve outcomes for youth that do come into contact with the justice system. A successful consultant will work with coalition partners, thought leaders, elected officials, and community members to identify opportunities to advance reform through education, communications, research, and legislative advocacy. This consultant works closely with the Executive Director, Communications Director, Research Director, and Policy team on efforts to shift education reform and change the narrative around justice-involved youth. All contractors are expected to support organization-wide activities and events, and to work collaboratively across issue areas as needed. A Scope of Work is outlined below.

### **Scope of Work**

#### **Monitor Legislation and *Policy Development:***

- Analyze data, engage impacted communities and youth, and collaborate with coalition partners to investigate and assess the needs of children and youth within Maryland's education and education and juvenile justice system.
- Recommend strategies for addressing these needs, which may include policy reforms relating to school-based arrests, youth detention, commitment services and aftercare.
- Monitor state regulations and budgets within the area of education and youth justice.
- Produce templates, charts, guides, data analysis, issue briefs, and policy recommendations to highlight emerging issues or support reforms.
- Advise ACY on the collection, analysis and recommend collection of state data on accountability in the education and juvenile justice system and as appropriate.
- Write for and review issue briefs and action alerts. ACY will determine dissemination.

#### *Advocacy:*

- Identify a plan with the Executive Director and set targets to work with a select number of communities, direct service providers, and advocacy stakeholders to educate state agencies,

elected officials, business leaders and others about the needs of children and youth in Maryland and policies and practices that would meet these needs.

- Represent ACY on 2-3 agreed upon state level education and youth justice related task forces, committees and in public forums.
- Advance confirmed policy proposals in the legislative session in Annapolis, ranging from monitoring and submitting written comments on proposed legislation to leading and implementing legislative advocacy campaigns.
- Monitor and assess likely impact of legislative and budgetary proposals and promote proposals that will benefit youth in the education and juvenile justice system, including submitting written and oral testimony on relevant legislation.

### **Advancement, Proposal Development, and Grant Management**

- Assist in prospecting, the development of proposals and editing of proposals to fund the program.
- Submit progress reports to ensure compliance with all relevant requirements of funders.
- Maintain, and support the deliverables in existing grants to fund the program.
- Engage in research to grow the ACY's knowledge-base and use to inform the development of project grants and other materials.
- Create content or contribute to development of materials (training curricula, fact sheets, toolkits, etc.)

### **Partnership and Collaboration**

- Maintain, support, and build collaborative relationships with city, state and federal advocacy and policy organizations, which monitor laws, policies and budgets and stay informed about new research and promising practices.

### **Publications and Communications**

- Produce written, visual, and audio materials – such as information for media coverage, action alerts, website updates, social media posts, and video clips – as needed to educate and advocate on reforms.
- Assist in the development of proposals to fund the program and submit progress reports to ensure compliance with all relevant requirements of funders.

### **Parameters**

- Initiate feedback, meetings, and provide recommendations
- Share a bi-monthly report regarding progress, wins, and challenges.

### **Scope of Supervision**

This role has no supervision responsibilities.

### **Work Relationships**

Partner with all staff to develop and execute public relations plans, communications strategy, marketing plans, ACY events, fundraising campaigns, including event strategy and messaging, media coverage, and producing the events.

### **Education**

*Education:* J.D., Masters, or demonstrated work equivalent required

### **Required Skills and Capabilities**

1. At least three to five years of experience in the field of education and youth justice, education, and public policy development.
2. Experience in advocating for policy change at the city, state, and/or federal levels of government.
3. Demonstrated commitment to improving outcomes for education, youth, and juvenile justice reform.
4. Knowledge of the history of the education and education, youth, and juvenile justice in the United States or Maryland and the disproportionate impact that education, youth, and juvenile justice policies have on youth of color and young people with disabilities.
5. Effective public speaking skills.
6. Ability to build and maintain effective coalitions and to engage people from diverse backgrounds.
7. Strong work ethic and ability to juggle multiple responsibilities in a timely manner.
8. Willingness to learn and grow, and to operate in a collaborative environment.
9. Commitment to advancing racial equity and equitable outcomes for children and youth.

### **Preferred Skills and Capabilities**

1. Previous project based experience or experience as a consultant
2. Grant-writing experience
3. Communications, marketing, and social media messaging (Twitter, Facebook, Instagram, etc.) experience

### **ACY Office Hours**

The workday is generally 9:00 a.m. to 5:00 p.m. Between Memorial Day and Labor Day, it is 9:00 a.m. to 5:30 p.m. Monday through Thursday and 9:00 a.m. to 1:00 p.m. on Friday.

Travel and weekend work may be required occasionally, especially during legislative session.

### **Environmental and Physical Conditions**

1. An office location is available as needed. Work is indoors in an office with little or no exposure to noise, dust, and temperature changes. 2. Care and diligence is expected if using ACY computer equipment.

### **General Requirements for All ACY Contractors:**

- Strong commitment to diversity, equity, inclusion, and racial justice.
- Exemplary analytical, writing, verbal, and interpersonal communications skills.

- Ability to develop work plans, set deadlines, work well with minimal supervision, prioritize assignments, and organize multiple projects and duties simultaneously while meeting deadlines.
- Ability to work well and effectively as a member of a team, knowing when to act independently and when to consult for advice on decision-making.
- Highly organized, accurate and responsible to coordinate multiple priorities, identify, and meet deadlines.
- Ability to follow and adhere to ACY internal processes and procedures.
- Contractor furnishes all work products. ACY own all intellectual property rights to the work created.
- Contractor completes a signed contract agreement and W-9 form. Contractor is responsible for their own state and federal taxes.
- Strong computer skills with familiarity with Mac OS, Microsoft Office, email clients, Internet research, and social networking tools.
- Fluency with at least one policy area: child welfare, health, education, or youth (juvenile justice).
- Ability to quickly gain an understanding of identified policy positions, as needed.
- Ability to represent ACY responsibly and communicate effectively in various settings on a broad range of issues.
- Maintains the communication and collaborative spirit necessary to meet the deliverables.

## **WHO WE ARE**

Advocates for Children and Youth is a powerful nonpartisan voice for Maryland's children and youth. Advocates for Children and Youth is a 501(c)(3) nonprofit agency founded in 1987 by a group of prominent child advocates in Maryland who saw the need for an independent organization to advocate for the needs of the state's children and families in the community, the media and the public policy arena. ACY builds a strong Maryland by advancing policies and programs to ensure children of every race, ethnicity and place of birth achieve their full potential. Our work impacts Maryland's 1.3 million children and 530,000 youth through policy change and program improvement. We advocate at the local and state level for policy and program changes, track data and hold agencies accountable for results, and ensure every child, and their families, are equipped to advocate for their own futures.

## **OUR MISSION**

Advocates for Children and Youth builds a strong Maryland by advancing policies and programs to ensure children and families of every race, ethnicity, and place of birth achieve their full potential.

## **WHAT WE DO**

We work across the entirety of issue areas that impact children and youth: birth to three, child welfare, economic sufficiency, education, health, and justice. To advance policy and program change, we:

· Research: We track data, monitor programs, and listen to the community to identify where children and youth are experiencing barriers or racial disparities that are preventing positive outcomes. We produce data analysis, publications, and policy recommendations on solutions to those barriers.

· Educate: We speak out through traditional and emerging communications channels, including the press, our website, and social media, as well as engaging with service providers, other organizations, and the community to raise awareness of issues affecting children and build consensus towards solutions.

· Advocate: We engage agency staff, elected officials, and the public, as well as building solution-centered coalitions, to advance policy and program change that will improve outcomes for children and youth. Through our work we strive to not only change policies, but to empower youth and families to advocate for their own futures.

· Collaborate: We work with like-minded organizations and coalitions to offer opportunities to young people to learn about how to advocate for social change through policy, programs, and community engagement.

## **OUR VALUES**

Advocates for Children and Youth is committed to a workplace where we:

- Are driven by passion and purpose.
- Act as a collaborative team.
- Appreciate each individual.
- Demonstrate integrity and trust.
- Understand that we cannot achieve our mission without addressing systemic racism.
- Are grounding our work in community.
- Work hard but honor and care for ourselves.

Advocates for Children and Youth is an equal opportunity, affirmative action employer that encourages all interested persons to apply regardless of race, religion, national origin, gender, sexual orientation, gender identity, disability, or any other category protected by applicable law.

Those interested in this full time position should send their resume along with a brief writing sample (up to 1 page) using the [www.idealists.com](http://www.idealists.com) platform.