



## Advocates for Children and Youth Job Description

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**Position Title:** Advocacy and Outreach Associate; based upon candidate's level of education and experience.

**Reports to:** Executive Director or designee

**Location:** Remote Work/On-site. Please note, all staff are working remotely due to the COVID-19 pandemic. This position is based in our Baltimore office and may include minimal travel to Annapolis as well as potential travel across the state.

**FT / PT /Contract:** This is a full-time non-exempt position. Some evenings or weekends may be necessary for community-based work.

**Benefits Eligible:** Medical, Dental, 12 holidays. ACY is closed between Christmas and New Years

**Salary:** \$30,000 – 40,000.00 Based on the individual's education and experience. Opportunities for advancement are available over time and connected to performance.

**Updated:** May 2021

### Job Summary

The Advocacy and Outreach Associate will support the policy team, with a particular focus on youth justice and education reform. The Associate is integral to furthering ACY's policy priorities through robust coalition engagement, community outreach, campaign communications, advocacy support, and research. This person will attend and provide substantive input at meetings with assigned stakeholders; support advocacy efforts at the state and local levels; and support rapid and robust communications around ACY's policy initiatives (e.g. education, juvenile/youth justice, health, child welfare, etc.). The successful candidate 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.

### Major Functions and Responsibilities

#### *Research and Policy Support:*

- Research issues and policies, analyze data, and draft written materials or infographics summarizing the findings.
- Advance ACY's priorities through robust participation in 1-2 coalitions (e.g. education, juvenile/youth justice, health, child welfare, etc.).
- Coordinate one coalition and attend regular coalition meetings and maintain strong relationships with coalition partners, keep partners updated on key activities and campaign deliverables, and provide administrative support to the coalition.
- Attend 2-4 community and stakeholder meetings on behalf of ACY. Represent ACY positions, build relationships, and report back to policy staff on the discussion and outcomes.

#### *Advocacy:*

- Support policy work leading up to, during the legislative session, and post session including tracking bills, managing panels and support, writing testimony, and reviewing legislation and amendments.

- Advance ACY policy reforms at the local level, including supporting coalition, stakeholder, and community testimony and advocacy efforts; writing and delivering testimony; and analyzing local bills or regulations.
- Ensure designated and identified policy campaigns are supported through robust communication and outreach strategies and work with the Communications Director to release timely communications pieces.

#### *Communications and Outreach:*

- Develop materials for educating and engaging a broad base of stakeholders around ACY's policy priorities. This includes, but is not limited to, earned media; the website; social media; and a range of written, visual, and audio outreach materials.
- Assist with event planning and community outreach.
- Coordinate content and engagement with ACY prospective stakeholders and current supports, donors, and members.
- Support the development of grant requests and writing grant reports, as well as producing policy focused pieces for appeals.

#### **Scope of Supervision**

This position occasionally supervises interns or volunteers.

#### **Work Relationships**

Partner with all staff to develop and execute policy and program plans, communications, marketing, events, campaigns and messaging.

#### **Education**

Bachelor's Degree with 1-2 years experience or demonstrated work equivalency

#### **Required Skills and Capabilities**

- Experience in an office environment; preferably at a not-for-profit organization. Experience with policy advocacy and the legislative process is highly desired but not required.
- Strong interest in the work and mission of ACY. Commitment to improving outcomes for children and youth and to advancing racial equity and equitable outcomes in education.
- Ability to communicate effectively both orally and in writing; effective presentation skills; and the ability to represent the organization externally.
- Strong interpersonal skills, energy, and initiative. Ability to engage people from diverse backgrounds and communities.
- Excellent research, writing, and editing abilities. Knowledge of social media and social media strategies.
- High attention to detail and appreciation of detail-oriented tasks. Strong organizational and time management skills. Ability to effectively manage multiple projects with competing priorities and project deadlines.
- Self-motivated, highly disciplined individual who is able to work independently and proactively as well as part of a team. Willingness to learn and grow, and to operate in a collaborative environment.

- Proficiency with Microsoft Office (Word, Excel, PowerPoint) and ability to learn other applications as needed.

### **Preferred Skills and Capabilities**

- Graphic design skills and familiarity with design programs and/or experience planning events highly desired.

### **Virtual Office Environment**

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 Fridays. Alternate hours or accommodations are confirmed and negotiated with the primary supervisor pending Executive Director approval. Minimal travel and weekend work may be required occasionally, especially during legislative session.

### **Environmental and Physical Conditions**

1. Work is indoors in a remote office with little or no exposure to noise, dust, and temperature changes. 2. Constant use of computer at own desk. 3. Attends meetings as required in meeting rooms located in various areas of the office. 4. Frequently works at fast pace with high degree of concentration required. 5. Minimal travel throughout the state. 6. Some light lifting of boxes up to 25lbs, as needed.

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

- 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.
- A willingness to carry out a wide range of activities, including both professional and logistical tasks.
- 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 additional policy areas as needed.
- Ability to represent ACY responsibly and communicate effectively in various settings on a broad range of issues.
- Flexibility with respect to schedule, working hours, travel, and work assignments, including ability to work overtime or on weekends when necessary; reliable job attendance essential.

### **Organization Information**

## **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.