

Job Title: Program and Policy Associate

Qualifications: Bachelor's degree and minimum 2 years' experience or equivalent in not for profit setting, government agency, political campaign, or issue advocacy. Graduate degree in social sciences may substitute for experience.

Schedule: Full time, business hours, occasional evenings and weekends. Limited travel occasionally required.

Reports to: Program & Policy Manager

Salary Range: mid to upper 40's

The Westchester Children's Association (WCA) is a small, 104-year old, nonprofit agency dedicated to improving the lives of Westchester's children by shaping policies and programs to meet their needs, and by keeping the well-being of Westchester's children at the top of the public agenda. The **Program and Policy Associate** should demonstrate an interest in the WCA's mission, as the Associate's duties are vital to the agency's daily operations.

An ideal candidate for this position will be a team player who enjoys working with a diverse group of people and has a commitment to social justice and racial equity. She/he is a self-starter, and exhibits meticulous attention to detail and organization while demonstrating the ability to manage time and multiple tasks efficiently and meet deadlines. Strong interpersonal, written and verbal communication skills required. Refer to the list below for additional required duties and preferred skills.

Responsibilities

General Overview

- Assist and provide support to Programs team in developing, refining and executing WCA's programmatic and policy initiatives
- Work with service providers, community partners, public administrators and elected officials through a variety of activities to improve outcomes for children and youth
- Monitor and analyze federal, state and local legislation and budgets to assess impact on children and youth

Community Engagement and Mobilization

- Provide support for WCA-lead coalitions and workgroups
- Participate in assigned local, county, and statewide coalitions and workgroups
- Educate the public and policy makers on priority children and youth issues
- Engage current and new partners including parents/guardians, faith based community, low-income families and those not traditionally engaged in policy work
- Assist Communications team in coordination and execution of communications strategy for all advocacy efforts
- Work with Programs team in the planning, development and implementation of educational and community events

- Coordinate event logistics for programs team including but not limited to printed materials, event registration, day-of logistics, and post-event follow up

Communications and Data

- Assist Data team in conducting research on various children's issues by gathering and analyzing data from government agencies, community-based organizations and other research and policy organizations
- Manage digital advocacy engagement and create targeted action alerts through the Salsa Engage platform
- Assist in creating educational and promotional materials for external meetings and events
- Liaise with Communications team to maintain WCA's communications calendar and actively engage in WCA's social media platforms
- Contribute to and provide support in preparing WCA's newsletters, blogs, and podcast

Required Knowledge, Skills, and Abilities:

- Excellent interpersonal, written and oral communication skills, including online communications and social media
- Experience in a nonprofit setting
- Responds flexibly as issues and tasks arise throughout the work day
- Takes the initiative to complete unassigned supportive tasks
- Ability to multitask and meet project deadlines
- Interacts comfortably with a wide variety of people
- Exhibits willingness and ability to learn new skills and computer applications (e.g. data visualization and graphic design tools, Salsa Engage Platform)
- Proficiency with Microsoft Office especially Word, Excel, and Outlook

Preferred Knowledge, Skills, and Abilities:

- Understanding of legislative process and experience working with elected officials a plus
- Database management a plus
- Experience in WordPress and/or website management a plus
- Communications and media experience a plus
- Experience working with social media platforms as advocacy strategy a plus
- Proficiency in Spanish a plus

To Apply:

- Email resume and cover letter to Jordana Lorenzo, jlorenzo@wca4kids.org
- Include ***Program and Policy Associate*** in the subject line of your email
- **No phone calls** please

The Westchester Children's Association seeks to be a diverse and inclusive organization. WCA maintains a policy of equal treatment to all employees and applicants for employment without regard to race, creed, color, national origin/nationality, ethnicity, ancestry, religion, sex, age, disability, marital status, sexual orientation, gender identity or expression, citizenship status, or any other characteristic protected by federal, state, or local law.