



# Children's Action Alliance

*A Voice for Arizona's Children since 1988*

## POSITION ANNOUNCEMENT

### Policy Associate

Children's Action Alliance (CAA) is an independent voice for Arizona children and families at the state capitol and in the community. CAA works statewide to improve children's health, education, and security through research, policy development, media campaigns and advocacy. In addition, CAA recently launched the Arizona Center for Economic Progress which advocates for effective policy solutions that will shape better futures for all Arizonans through quality jobs, great public schools, and stronger communities. CAA is seeking a Policy Associate in our Phoenix office to coordinate the collection and communication of key policy information. This is a full-time position reporting to the Vice President for Economic Progress.

#### **Responsibilities**

- Tracks state and federal legislation through legislative databases and communication with partners; provides updates to CAA staff.
- Compiles statistical data and informational materials from a wide range of sources;
- Conducts literature reviews and internet searches, and analyzes the information obtained relating to issues affecting children and families including medical, behavioral and oral health, family income, child abuse and neglect, and child care; as well as research related to jobs and the economy;
- Prepares fact sheets, charts, graphs, power point presentations and other written communications;
- Coordinates and organizes internal research library and files;
- Responds to public questions on research relating to children, families, jobs and the economy;
- Maintains internal databases of media, elected officials, blogs, etc;
- Coordinates communication with elected officials;
- Some administrative support and event staffing.

#### **Qualifications**

- Bachelor's degree.
- Some experience with policy issues or candidate or ballot campaigns.
- Strong quantitative skills; ability to analyze and present statistical data.
- Ability to analyze and summarize materials in a clear, accurate manner.
- Ability to manage multiple projects, and to produce accurate and timely work products.
- Strong skills in internet research, word processing, presentation, and spreadsheets.
- Excellent interpersonal and verbal communication skills: ability to relate and communicate across diverse populations.
- Well-organized, dynamic self-starter who can work independently with attention to detail.
- Spanish language proficiency highly desired.

The salary range is \$35,000 to \$40,000 depending on experience and qualifications, with excellent employee benefits and health/dental insurance. Position will remain open until filled.

*Children's Action Alliance is an Equal Opportunity Employer. We strongly believe that CAA benefits from the perspectives and talents of a racially and culturally diverse staff.*

Send cover letter and resume to the attention of David Lujan, Vice President for Economic Progress, at [dlujan@azeconcenter.org](mailto:dlujan@azeconcenter.org) .