

Prevent Child Abuse North Carolina Job Description

JOB TITLE: Policy Associate

REPORTS TO: Policy Director

WHO WE ARE: Prevent Child Abuse North Carolina (PCANC) is the leading statewide nonprofit organization dedicated to preventing child abuse and neglect. Through collaboration with partners across North Carolina, PCANC works with communities to build safe, stable, nurturing relationships for all children. PCANC is a proud recipient of Charity Navigator's prestigious 4-star rating and GuideStar's Platinum Seal of Transparency. PCANC is the North Carolina chapter of Prevent Child Abuse America.

PRIMARY RESPONSIBILITIES:

The Policy Associate reports to the Policy Director and plays a key role in assisting the agency in aligning, promoting, and analyzing local, state, and federal policies and public financing options impacting the implementation of child maltreatment prevention programs and policies.

SPECIFIC RESPONSIBILITIES: Policy & Systems

The Policy Associate provides assistance to the Policy Director in working collaboratively with stakeholders to build support for policies and aligned investments that make prevention a priority and create a hospitable policy and finance environment for prevention programs and services at the local level.

PCANC is committed to supporting policies that lead to more equitable outcomes for families. It is critical that the Policy Associate is also committed to equity and has a foundational understanding of systemic racism and the knowledge, skills, and ability to analyze policy using an equity framework.

The ideal candidate is someone who is comfortable with taking independent initiative and actively participates in meeting the Policy Team's yearly goals and objectives. This person is able to transition their focus on different projects quickly and has a high degree of adaptability. We are looking for someone who is energetic, creative, and tenacious when motivating others to take action, and knows when to be patient, firm, and diplomatic as the situation requires. Enjoy reading research? Great! We need someone who enjoys and excels at conducting rigorous research and analysis. This role is primarily behind the scenes, so this person is someone who is comfortable with being in a supportive role with potential to grow.

The Policy Associate is responsible for the following key activities:

Research, Analysis, and Monitoring

- Conduct research and analysis to assist in carrying out both policy staff and self-initiated projects.
- Maintain an updated literature review and research on prevention policy and evidence-based programs to help identify innovative solutions and strategies, best practices, and issue trends.
- Assist with conducting interviews, research, qualitative analysis, and preparing reports on policymakers' knowledge and public opinion on prevention-related policy strategies.
- Help identify and track state-level legislation and administrative policy related to child well-being and family strengthening.

- Work closely with the Evaluation Team to track policy-related performance measures, goals, deliverables, and outcomes.

Communications

- Assist in developing, proofreading, fact checking and reviewing documents, presentations, and data analysis on behalf of the Policy Team.
- Conduct research for drafts, and help develop content for one-pagers, talking points, messaging, issue briefs, related charts and visuals, infographics, social media, the Prevention Action Network, and presentations to be used with selected internal or external audiences.
- Assist in the development and preparation of policy and fiscal reports and presentations for PCANC Leadership Team and Board of Directors, funders, and other external stakeholders.

Partnership Engagement

- Attend and report on briefings, hearings, coalition meetings, and conference calls as needed.
- Plan policy-related events such as stakeholder meetings, webinars, legislative briefings, press conferences, and/or site visits for policymakers. *Due to COVID-19 our current meeting format is virtual, so the ability to plan and execute engaging virtual meetings, trainings, and presentations is essential.*

Other Projects

- Other duties as assigned. Projects may be tailored to the associate's unique skills and interests.

SPECIFIC RESPONSIBILITIES: PCANC General

- Act as a brand steward, upholding organizational brand standards and consistency.
- Participate in all relevant PCANC meetings.
- Maintain work plan and ensure timely reporting of assigned grant deliverables.
- Maintain a positive work environment.
- Increase operational efficiency by helping to set up and improve workflow processes where needed.
- Other duties as assigned.

Job Qualifications:

Required

- Bachelor's Degree in public policy, public health (emphasis on policy), social work (administrative or policy track), or equivalent education and/or experience.
- Working knowledge of and experience in policy development within legislative, administrative, and program environments.
- Working knowledge of policy translation to move legislative, administrative, and program policies into practice environments.
- Excellent written and oral communication skills.
- Strong relationship, collaboration, and community development skills.
- Strong problem solving and organizational skills.
- Understanding of racial equity.
- Knowledge of programs, laws, and policies related to children and families in North Carolina.
- Demonstrated proficiency with Microsoft Word, PowerPoint, Outlook, and virtual convening interfaces such as Zoom.

- Ability to prioritize work to successfully complete multiple tasks within expected time frames.
- Ability to work a flexible schedule including some evenings and weekends.
- Ability to travel within and outside North Carolina, with occasional overnight stays.
- Self-starter willing to take initiative and ownership of projects and deliverables.
- Ability to maintain a positive work environment.

Preferred – in addition to the skills above:

- Master's Degree in public policy, public health (emphasis on policy), social work (community management or policy track), or equivalent education and/or experience.
- 1-3 years' experience in a nonprofit setting with an emphasis on child maltreatment prevention, early childhood development, family strengthening work, or related field.
- Demonstrated analysis of policy using a racial equity framework.
- Knowledge of finance mechanisms relevant to child maltreatment policies and programs.
- Understanding and use of data-driven metrics in policy and legislative advocacy.