



Job Description

Job Title: Federal & State Policy Assistant	FLSA Status:
Department: Public Policy	Reports To: Senior Director, Public Policy

Purpose:

The mission of Prevent Child Abuse America is to prevent the abuse and neglect of our nation's children. The Policy Assistant's role is to assist PCA America's Public Policy Department in conducting and coordinating policy-related advocacy, including mobilizing support for the organization's federal policy priorities, outreach to congress, participation in national coalitions and increasing the advocacy capacity of the PCA America 50-state chapter network and our signature evidence-based home visiting program, Healthy Families America.

Essential Duties and Responsibilities:

General:

- Assist the implementation of PCA America's legislative and public policy positions and strategies, including advocating for policy change, appropriations and hearings.
- Monitor and analyze federal legislative activities as well as federal administration rule actions in areas relevant to the organization;
- In coordination with the Senior Director of Public Policy, provide policy leadership and report activity on Capitol Hill, in the executive branch, and in peer organizations at the national level to the networks;
- Support the work of the Public Policy Committee of the National Board of Directors; and,
- Serve as an assistant liaison with the two networks (Healthy Families America and Prevent Child Abuse America) on federal issues.

Legislative:

- Communicate with and brief Members of Congress and their staff, government agency officials and the executive branch through in-person meetings, written communications, and phone;
- Write congressional talking points, testimony, and advocacy alerts imploring action, including supporting materials, draft amendments and legislative proposals;

Policy:

- Support advocacy for policy positions individually and in conjunction with allies;
- Assist in guidance to the chapter network on advocacy skills-building, federal advocacy actions, PCA America's issue positions and the federal budget,

Advocacy & Coalitions:

- Work in partnership with organizations and build coalitions to further PCA America's legislative and public policy agenda;
- Coordinate and organize legislative advocacy events on Capitol Hill and other grassroots lobbying efforts including planning congressional site visits,



advocacy day of actions, congressional appearances and testimony, and hill visits;

- Prepare advocacy materials in collaboration with the Senior Director and Director of Communications, including action alerts, talking points, issue briefs, letters, and legislative and public policy reports;

*Please note that this list of duties and responsibilities is **not** all-inclusive and may be expanded to include other duties and responsibilities as necessary from time to time.*

QUALIFICATIONS:

Education and/or Experience:

- Bachelor's Degree required.
- Experience in early childhood or health policy, advocacy, program(s) and systems building work, or closely related work required.
- Hill experience strongly preferred.

Required Knowledge, Skills and Abilities:

- Knowledge of early childhood or health policy strategies.
- Ability to readily acquire and maintain knowledge of a broad array of program, policy, research, and communication issues that are critical to the PCA America's operation.
- Highly developed communication skills for formal and informal, written and verbal interaction and presentations with diverse array of internal and external constituents.
- Excellent organizational skills and the ability to understand, analyze, interpret and make decisions about the quality and relevance of information received.
- Proficient with the Microsoft Office suite.
- Ability to exercise consistently sound judgment in determining appropriate approaches in interactions with other divisions, senior leaders, and external partners related to complex, sensitive or nuanced issues.
- Ability to prioritize tasks and accomplish assignments in a timely manner.
- Able to build rapport within division and external high level stakeholders as appropriate.
- Ability to function independently as well as effectively within a team.

Travel Required:

Travel may be required at various times of the year, up to 5%.

Work Environment:

This is a remote position based in Washington, D.C.

Compensation:

- Benefits include health, dental, life, vision and disability insurance, 401-k.
- Each full-time employee receives paid holidays, sick days, vacation days and personal days in accordance with PCA America Employee Handbook.
- Salary is commensurate with educational and professional experience.

Contact: Send resume and cover letter to mmorabito@preventchildabuse.org.