

## Job Description

<b>Job Title:</b> Federal Policy Assistant	<b>FLSA Status:</b> Exempt/Full-Time
<b>Department:</b> Public Policy	<b>Reports To:</b> Chief Government Affairs & Policy Officer

### Purpose:

The mission of Prevent Child Abuse America (PCA America) is to prevent the abuse and neglect of our nation's children. The Federal Policy Assistant's role is to support PCA America's Public Policy Department in conducting and coordinating policy-related advocacy, including mobilizing support for the organization's federal policy priorities, conducting outreach efforts to Congress, representing the organization in national coalition work, as well as the organization's advocacy capacity within its nationwide chapter network and our signature evidence-based home visiting program, Heathy Families America.

### Essential Duties and Responsibilities:

#### General:

- Assist the implementation of PCA America's legislative and public policy positions and strategies, including advocating at the federal level for policy change, appropriations, and hearings.
- Cultivate relationships with key elected and appointed officials, staff, decision makers, and related governmental bodies and leaders. Serve as liaison for Congressional staff, government agencies, partner associations, and coalitions.
- Promote political and legislative opportunities - and risks - by identifying key stakeholders, partners, allies, and decision-makers.
- Monitor and analyze federal legislative activities as well as federal administration rule actions in areas relevant to the organization.
- In coordination with the Chief Government Affairs & Policy Officer, provide policy leadership and report activity on Capitol Hill, in the Executive branch, and in peer organizations at the national level to the networks.
- Provide strategic analysis and overall policy and legislative information to networks. Advise networks on advocacy skills-building, federal advocacy actions, coalition building, and the federal budget.
- Serve as an assistant liaison with the two networks (Healthy Families America and Prevent Child Abuse America) on federal issues.

#### Legislative:

- Work closely with the U.S. Senate Finance Committee, U.S. House Ways and Means Committee, and the U.S. Appropriations Committees, among others with jurisdiction over the organizations' priorities.
- 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. Conceptualize and draft one-pagers and policy briefings targeted to Congressional staffers.
- Follow relevant legislative developments in effort to foster discussion with and build relationships with policymakers and Congressional staff in a bi-partisan manner.

**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.
- In coordination with the State Policy Specialist, distill federal policy priorities into effective state guidance.

**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 Capitol Hill visits.
- Assist in preparing advocacy materials 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 at any time.*

**Qualifications**

**Education and/or Experience:**

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

**Required Knowledge, Skills and Abilities:**

- Knowledge of prevention, child welfare, 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 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 sound judgment consistently 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 hybrid position based in Washington, D.C. Employee will work both out of the D.C. office and their home office. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. While performing the duties of this job, the employee may be required to stand for up to eight hours or more at a time and spend a significant amount of time on the computer daily. The employee must use his/her hands to handle or feel objects, tools, or controls, reach with hands and arms, talk, and hear. The employee is occasionally required to walk, sit, climb, or balance, and stoop, kneel, or crouch. The employee will be required to lift and/or move up to 25 pounds.

Persons with mental or physical disabilities, as defined by the Americans With Disabilities Act, are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

**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 [ktgreen@bdo.com](mailto:ktgreen@bdo.com).