



Policy Assistant Sacramento, CA

The Alliance for Children's Rights seeks a well-organized, energetic and motivated full-time Policy Assistant to support a two attorney policy unit located in Sacramento. Duties will include administrative and clerical support, coordination of policy projects and special projects including events, trainings, grant applications, and the law clerk and volunteer program.

The Alliance provides stability to foster children and those at risk of entering foster care by advocating for services they need to thrive and to find permanency through adoption, and legal guardianship. The Alliance's Policy Division works with Alliance program staff in Los Angeles to identify and track child welfare practices that adversely impact our clients and to respond to those practices with legislative advocacy, impact litigation and other reform efforts.

Responsibilities include:

- General administrative support including maintaining office calendar, responding to mail and phone inquiries, database maintenance, maintaining office files, ordering office supplies, drafting meeting agendas, scheduling meetings and arranging and coordinating travel.
- Research and writing, including drafting support and opposition letters, cover letters, web material, policy updates, and/or engaging in other research and writing projects as they arise.
- Tracking and maintaining database of current legislation related to our program areas as well as tracking upcoming legislative hearings, budget proposals, and administrative or regulatory meetings and/or hearings.
- Assist in coordination and oversight of trainings and other special events including lobby days, webinars, summits, conferences and trainings.
- Oversee hiring of law clerks and other volunteers.
- Assistance in organizing and supporting coalition and other meetings, and attending, and taking notes.

Qualifications:

- Demonstrated ability to function independently and to take charge of tasks that will ease the functions of the Policy Unit is essential.
- Excellent organizational and administrative skills.
- Excellent writing, proofreading, and oral communication skills.
- Strong attention to detail.
- Advanced level of proficiency and previous experience with computer software including Word Perfect, Microsoft Word, Excel, Powerpoint, and Outlook.
- Familiarity with California legislative process is preferred.
- Demonstrated ability to handle multiple projects at a time, prioritize duties, and work independently while functioning as a member of a team.

The Alliance offers a competitive salary and excellent benefits, including generous health, dental, and life insurance plans, as well as vacation and sick leave policies. We seek a diverse staff. The Alliance believes that all persons are entitled to equal employment opportunities and does not discriminate because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual

orientation, disability, or medical condition. For more information on the organization please visit our website at www.kids-alliance.org.

No phone inquiries. Please Email or Mail resume, cover letter, writing sample and references to Angie Schwartz, Policy Director at:

Alliance for Children's Rights
509 Southgate Road
Sacramento, CA 95815
a.schwartz@kids-alliance.org