



## POLICY ASSISTANT

**SUMMARY:** The Alliance for Children's Rights seeks a well-organized, energetic and motivated full-time Policy Assistant, based in Sacramento, CA, to support our Policy Director and other activities of our policy team. 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.

**OUR MISSION:** The mission of the Alliance for Children's Rights is to protect the rights of impoverished, abused, and neglected children and youth by providing free legal and social services, and promoting systemic solutions. Since its founding in 1992, the Alliance has served more than 125,000 children. Our core programs include foster care adoption, legal guardianship, healthcare, public benefits, education and early childhood development, transition-age youth, and system reform. The Alliance also serves as the convener of the LA Youth Collaborative, which brings together public agencies, nonprofit organizations, education systems, and employers to improve employment and education outcomes for transition-age youth.

The Alliance has been awarded Charity Navigator's top 4-star rating for the past six consecutive years, placing the Alliance in the top 4% nationally of nonprofit organizations rated by Charity Navigator.

### **ESSENTIAL JOB FUNCTIONS: Reporting to the Policy Director, the Policy Assistant will:**

- Provide 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

### **EDUCATION/EXPERIENCE:**

- Bachelor's degree
- Knowledge of the child welfare system and policies and/or the legislative process is beneficial.

### **SKILLS AND KNOWLEDGE REQUIRED:**

- 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.

For more information on the Alliance please visit [www.kids-alliance.org](http://www.kids-alliance.org). We offer a competitive salary and benefits. Please submit your cover letter and resume to Angie Schwartz, Policy Director [a.schwartz@kids-alliance.org](mailto:a.schwartz@kids-alliance.org)

*The Alliance for Children's Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, disability or medical condition.*