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Job Opportunity: Policy Associate

SRCD is hiring a Policy Associate. Join our dynamic team or share if you know of any strong candidates.

Position Description:

The Society for Research in Child Development (SRCD) is a professional research society established in 1933 by the National Research Council of the National Academy of Sciences. Our diverse membership of more than 5,500 scientists contributes to the child development field. Within our Policy and Government Relations team, we advance our members' interests in science advocacy in Congress, we implement a Policy Fellowship program, and we connect our members' work with policymakers, to evidence-based policymaking that aims to improve children's lives.

We are looking for a motivated and skilled Policy Associate to join our Policy Team and help us improve the lives of children and families. You will be joining us at an exciting moment for our policy work, where you will be helping us to design and implement new initiatives that have come out of our strategic plan for policy. Specifically, you will drive forward the growth and improvement in our Policy Fellowship program, help build our members' capacity to engage on policy issues, and play a crucial role in advancing evidence-based child and family policymaking.

You will report directly to the Director for Policy and work collaboratively with colleagues across the organization to achieve these goals. As our Policy Associate, you will have front-row access to the

professional development activities that our Policy Fellows have, allowing you to grow your understanding of the policy field. You will be an ambitious policymaker, with a passion for evidence-based policymaking. You will have experience in program management and will be driven to make children and families' lives better. You will need exceptional communication skills, both written and oral, and the ability to make smart decisions to guide our Fellowship and policy work.

Major Duties and Responsibilities Include:

- Support and contribute to the growth and improvement plan for the SRCD U.S. Policy Fellowship program, including reviewing how to drive greater diversity, equity and inclusion within the Fellowship program, building relationships with state agencies, implementing a formalized alumni program and writing grant proposals.
- Support the operations of the Policy Fellowship program, including coordinating monthly seminars, reimbursement requests, the application process, and messaging to fellows.
- Build and maintain relationships with key stakeholders, including federal and Congressional staff, think tanks, advocacy organizations and coalition groups, and others, with a goal of creating stronger evidence-based policymaking for children and families.
- Support Fellow alum and other policymakers to stay abreast of the latest research, by authoring and producing policy briefs and other materials (e.g., fact sheets, memos, briefings, presentations, webinars, and website content).
- Monitor science and child & family policy activities in relevant agencies, in Congress and at the state-level.
- Develop targeted dissemination plans for policy-related products tailored to key policy audiences.
- Assist with the production of the regular *Policy Update* e-newsletter, policy briefs, webinars, and other activities or events, as needed.
- Assist in the coordination of SRCD's other policy-related activities and events, as needed.

Required Skills (these will be assessed in your written and interview applications)

- Communication: Excellent written and oral communication skills
- Organization: Excellent attention to detail, and the ability to manage multiple deadlines and work strands at once.
- Good judgement: Ability to make sound recommendations to managers, based on a range of inputs (e.g. data, evidence, relationships, strategic value etc.).

- Ability to work together: Exceptional interpersonal skills, with the ability to build trust and maintain strong relationships, and to work well within our team.

Required Education and Experience (these will be assessed in your written application)

- Minimum of 1-3 years of professional experience required, running programs or working with U.S. federal policymakers and/or Congressional staff. Child and family policy or advocacy experience strongly preferred
- Bachelor's degree in public policy, public administration, or related discipline (for those without a Bachelor's degree, we will accept 4 years of relevant work experience)

To Apply:

To apply, please send (1) a resume and (2) cover letter to hr@srcd.org. The cover letter should clearly outline how you possess the skills and required years of experience for this position. Please cite specific examples of times you have exhibited the requisite skills we are searching for. It should not be longer than two pages.

We encourage applications from people with diverse backgrounds. We strive to be an inclusive employment environment, building diversity, equity and inclusion into all of our work. *The Society for Research in Child Development is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, or disability.*

Compensation and benefits

This is a full-time position in Washington, D.C. We are currently working in a hybrid pattern, with employees in person at our downtown office twice each week.

The salary range is $55,000-$58,000, depending on years of experience. We offer exceptional paid time off, in addition to federal holidays and an office-wide closure between Christmas and New Year. We strongly support employees to participate in school events for their children and maintain a culture of work-life balance. We are a friendly and welcoming team, who strive to place diversity, equity, and inclusion at the center of our interactions and work.

SRCD also offers a comprehensive benefits package that includes medical, dental, vision, disability, and life insurance coverage. For employees with children, a tax-free savings plan can be used to help cover childcare expenses. Employees are eligible to participate in a retirement savings plan with a competitive match, plus a monthly commuting expense stipend.

Applications will close on **Monday, June 10, 2024, at 11:59 p.m. ET.** We will aim to conduct interviews in late June. The role will start on July 1, 2024.