



Congressional Coalition on Adoption Institute Policy and Programs Associate Position

Position Title: Policy and Programs Associate

FLSA Status: Exempt

Prepared Date: 12.5.2017

Reports to: Executive Director, Director of Policy, Directors of Programs

Are you looking for an opportunity to use your experience in education and advocacy, passion for child welfare and adoption, and desire to impact social policy? The Congressional Coalition on Adoption Institute's (CCAI) unique reach to Members of Congress and role as a liaison for both the domestic and international child welfare and adoption communities makes it a hub for information and policy change. Individuals with strengths in communicating to Congress and key stakeholders, coordinating with outside organizations and developing relationships across a wide range of stakeholder groups will thrive in this position. If you consider yourself a team player who is motivated by personal and professional growth, excellence and integrity, CCAI may be the next step in your public policy career.

CCAI Mission Statement: The Congressional Coalition on Adoption Institute is a nonprofit, nonpartisan organization dedicated to raising awareness about the millions of children around the world in need of permanent, safe, and loving homes and to eliminating the barriers that hinder these children from realizing their basic right of a family.

Qualifications: The ideal candidate will have strong educational, advocacy and relationship-building skills. Including creative, engaging, and strong time management and organizational skills. Specific qualifications include:

- Excellent interpersonal, oral, written communication and research skills. Creative thinker, personable and team player
- Knowledge of and experience with effective Capitol Hill advocacy and education
- Understanding of and experience in congressional/government relations communications, strategies, goals and campaign development and implementation
- Ability to assist in congressional engagement and education strategies, tasks, and projects, including working groups
- Ability to work in a bipartisan, bicameral manner in close collaboration with congressional offices
- Demonstrated ability to set priorities and reach goals
- Strong organizational and time-management skills with impeccable attention to detail
- Comfortable working in a fast paced, small office environment that is required to respond quickly to current events and the congressional calendar
- Personal qualities of integrity, credibility, commitment to the mission
- Child welfare and adoption policy expertise

Summary of position and essential functions and responsibilities:

This position works closely with the Executive Director, Director of Policy, and Director of Programs in implementing the Congressional Coalition on Adoption Institute's (CCAI) outreach and educational programming. The Policy and Programs Associate position requires strong organizational, interpersonal and writing skills.

Responsibilities:

- Assisting the Executive Director in scheduling and donor management.
- Assisting with special events and convenings including managing conference travel for staff
- Assisting the Director of Policy with the development and implementation of CCAI Congressional Resource Program and CCAI 20/20 Vision Delegation Program.
 - Developing and maintaining relationships with Members of Congress and their staff.
 - Developing and maintaining relationships with related advocacy groups, foundations and other potential partners.
 - Assisting with, writing and editing policy and program materials and updating website.
 - Monitoring research and federal legislation related to orphans and vulnerable children, adoption, foster youth.
 - Coordinating and managing invites for policy summits and briefings.
 - Coordinate travel, logistics and materials for CCAI's 20/20 Vision Program.
 - Assisting with casework.
- Supporting the Director of Programs in the implementation of CCAI's core programs and annual projects including the:
 - Foster Youth Internship Program®
 - Assisting with receiving and organizing applications
 - Congressional Policy Report Advisor
 - Angels in Adoption® Program
 - Serving as the point of contact for Members of Congress and their staff for all Angels in Adoption related matters
 - Coordinating and managing the Angels Selection Committee for community and House of Representatives nominations
 - Serving as the point of contact for all individuals selected as Angels in Adoption® to include providing a welcome packet to each Angel, assistance with registering and receiving biographies, photos and media releases
 - Coordinating with Congressional Offices to obtain a signed congratulatory letter for each Angel in Adoption® awardee
 - Coordinating and managing the Angels Wings Scholarship Fund
 - Coordinating and managing the Angels in Adoption® Congressional Breakfast and Lunch
 - Coordinating and managing registration for Angels in Adoption®
 - Outreach to all participating Members of Congress regarding Angels in Adoption® event details
 - Collecting and managing the Angels in Adoption® Gala seating
 - National Adoption Day
 - Assisting with Member of Congress social media push
- Organizing professional sporting events highlighting National Adoption Day and National Foster Care Month

Workplace: The CCAI office can be described as a friendly, team atmosphere where staff members support each other when needed. While performing the duties of this job, the employee is likely to sit for long periods and need to be able to concentrate on work within short timeframes in the context of an active and, at times, moderately noisy office. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Minimal travel is required, including some weekends.

Education and Experience: An undergraduate degree is required, preferably in public policy, political science, or related field and relevant experience in adoption or foster care-related policy as well as in programming and special events. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications and job functions listed in this posting are representative of the knowledge, skill and ability required. 2+ years of experience in public policy and/or government relations is required. The Policy and Programs Associate position requires strong organizational, interpersonal and writing skills.

Salary Range: Dependent on experience.

Benefits Include:

- Company paid health, dental, vision and life insurance
- Option for monthly parking or travel support
- Option for monthly phone stipend

To Apply:

Send résumé and cover letter detailing interest in the position to:

Kate McLean
Email: kate@ccainstitute.org

**Please address your résumé and cover letter to:*

Becky Weichhand
Executive Director
Congressional Coalition on Adoption Institute
311 Massachusetts Avenue NE
Washington, DC 20002

Applications will be accepted on a rolling basis until the position is filled.

The Angels in Adoption® Program and Foster Youth Internship Program® are signature programs of the Congressional Coalition on Adoption Institute (CCAI). CCAI is a proud member of the National Adoption Day Coalition.

