



**Citizens' Committee
for Children** *of* NEW YORK

POLICY AND ADVOCACY ASSOCIATE:

Citizens' Committee for Children of New York (CCC) is a 76-year-old nonprofit, multi-issue child advocacy organization whose mission is to ensure that every New York child is healthy, housed, educated and safe. Our unique approach to child advocacy is fact-based, relies on partnerships between our professional staff and our lay and professional volunteers on CCC's Board and Advocacy Council, and requires the ability to effectively engage elected and appointed government officials, City and State agency leaders, direct service colleagues, philanthropic partners, and New Yorkers at large.

RESPONSIBILITIES:

This Policy and Advocacy Associate will report to the Associate Executive Director for Policy and Advocacy and will be a key member of a team of associates.

CCC's core advocacy areas include early childhood education, education and youth services; children's health and behavioral health; economic and housing security; child welfare and youth justice. The Policy and Advocacy Associate will be responsible for managing a portfolio of multiple child advocacy areas and conduct budget and legislative analyses at the city and state level, research policy, and coordinate advocacy strategies with strategic partners.

Members of the policy and advocacy team focus on three components of work: documenting the facts; community education; and advocacy. In addition to budget and legislative analysis, core responsibilities include writing and providing public testimony at budget and oversight hearings; drafting memos of support or opposition to specific legislative proposals; coordinating large-scale advocacy efforts including building, leading and participating in coalitions; coordinating rallies and advocacy days in NYC and Albany; meeting year-round with elected and appointed government officials; and participating in government and other external workgroups.

SKILLS & QUALIFICATIONS:

- Excellent writing and communication skills.
- Highly motivated self-starter with capacity to multi-task and ability to work both independently and collaboratively across teams.
- At least 5 years of work experience in government or advocacy arenas and on issue areas related to children including a demonstrated record of success in effectively advancing budget, policy and legislative priorities.
- Knowledge of and interest in advocacy areas listed above with experience in child welfare, youth justice, and/or economic and housing insecurity strongly preferred; ability to engage and work with a diverse set of stakeholders across government, philanthropy, advocacy and social services sectors
- Strong research and analytic skills.
- Master's Degree or equivalent in related field of public policy, social welfare, or law.

Salary Range:

Commensurate with experience. Competitive benefit package.

Citizens' Committee for Children is an equal opportunity employer and does not discriminate on the basis of national or ethnic origin, gender, sexual orientation, or disabling condition.

To Apply: Please send resume, cover letter, three references, and writing sample to careers@cccnewyork.org with "Policy and Advocacy Associate" in the subject line.