



Title: Senior Policy Associate

Division: California State Office (Oakland OR Sacramento)

Date: January 2012

Mission of Children's Defense Fund:

The Children's Defense Fund Leave No Child Behind® mission is to ensure every child a *Healthy Start*, a *Head Start*, a *Fair Start*, a *Safe Start* and a *Moral Start* in life and successful passage to adulthood with the help of caring families and communities.

CDF provides a strong, effective and independent voice for all the children of the United States who cannot vote, lobby or speak for themselves. We pay particular attention to the needs of poor and minority children and those with disabilities. CDF educates the nation about the needs of children and encourages preventive investments before they get sick, drop out of school, get into trouble or suffer family breakdown.

CDF began in 1973 and is a private, nonprofit organization supported by foundation and corporate grants and individual donations.

Position Summary:

The Senior Policy Associate has responsibility for several aspects of CDF California's advocacy work on behalf of children, including: providing policy, advocacy, and outreach support to the *100% Campaign: Health Insurance for Every California Child's* efforts to fight state and national budget cuts to children's programs and the implementation of the Affordable Care Act; and providing support to the Northern California Office Director. The position involves periodic travel (three times a month, on average) to Sacramento/Oakland, and some travel to Los Angeles, Washington, DC and Clinton, TN.

Core Responsibilities:

- Support 100% Campaign work, including but not limited to: representing CDF and the Campaign in meetings with legislative and administrative officials, at stakeholder and coalition meetings; conducting policy research and analysis; developing advocacy materials.
- Lead CDF CA's policy agenda in the areas of: access to care, essential health benefits, and the HBEX. Perform research and policy analysis, relationship building, and advocacy planning on these issues.
- Attend and represent CDF CA and the 100% Campaign at relevant meetings in Sacramento on behalf of CDF CA, including HBEX Board, MRMIB and budget hearings.
- Participate in all 100% Campaign & Children's Coalition calls and meetings.
- Lead CDF CA's research project around school based mental health services available to boys of color
- Take on other responsibilities as deemed necessary by the Northern California Director.

Qualifications:

- Commitment to CDF's vision, including demonstrated commitment to improving the lives of children and/or low-income individuals.

- At least five years of related experience in policy and/or communications work in a nonprofit environment.
- At least five years of experience in policy research, community organizing, political/issue campaigns, public speaking, outreach and/or coalition building.
- Strong leadership skills and ability to take initiative.
- Strong public speaking and writing skills, as well as interpersonal skills.
- Ability to organize workflow, keeps diligent files, meet frequent deadlines and manage multiple tasks simultaneously.
- Ability to communicate with and work effectively with a wide range of CDF colleagues, the media and the public.
- Willing to travel throughout California (mainly Sacramento and Los Angeles) and occasionally to Washington D.C. and Clinton, TN.
- Education: B.A. required, graduate degree in related field strongly preferred.
- Spanish-speaking a plus.

Salary:

Commensurate with experience, plus generous benefits package

Term: This is a two year position, with the intention of extension, pending funding.

Send resume and cover letter via email with the subject “Senior Policy Associate” to:

Jamila Iris Edwards
Northern California Director
cdfoakland@childrensdefense.org

NO PHONE CALLS PLEASE

THE CHILDREN’S DEFENSE FUND IS AN EQUAL OPPORTUNITY EMPLOYER