



Position Title: Health Policy Associate

About Children First

Children First (formerly Public Citizens for Children & Youth, PCCY) is a private nonprofit organization dedicated to improving the lives and chances of children through thoughtful and informed advocacy. Children First is a fast-paced child advocacy organization that uses research, people power, and coalition building to create the momentum for reform of public policies that enable more children to grow up healthy, well-educated, and ready to take the reins of their communities.

Position Summary

Children First is looking for a Health Policy Associate to work closely with the Health Policy Director and in coordination with the other members of the Health Policy team to advance advocacy efforts to improve children's health in Pennsylvania. The Associate will play an important role in the organization's statewide work to address children's access to health care, quality of care, and range of services — including mental health — and addressing environmental health risks such as reducing the incidence of childhood lead paint poisoning. The Associate will schedule and coordinate meetings, including with policy makers and coalitions, and assist in policy research and the development of policy briefs, reports and factsheets covering areas including behavioral health, environmental health, and insurance coverage for children. This is a great position for someone who is interested in learning more about policy and advocacy related to children's health.

Key Responsibilities:

- Organize the logistics of public health advocacy campaigns, research projects, and community engagement efforts for the children's health team.
- Schedule and coordinate meetings focused on children's health policy priorities with coalitions, stakeholders, and policymakers; prepare meeting materials, track participation, and ensure follow-up.
- Support the planning and execution of health focused community events and parent engagement activities, including managing venue, staffing, registration, and outreach logistics.
- Collect and track data from partner organizations and community members to monitor campaign activities and outcomes.
- Conduct background research and monitor relevant health policy sources (e.g., PA Department of Health and other websites) to inform team priorities.
- Support project management by maintaining team calendars and helping ensure projects are on track with the resources and coordination needed for successful execution.

- Coordinate with the Health Policy and Communications Director to develop and disseminate materials.
- Represent Children First at community events and support outreach efforts, including collecting signatures and engaging stakeholders

Qualifications, Education, Experience, & Skills

- Strong interpersonal and communication skills, including experience engaging community members and collaborating across teams and stakeholders.
- Background in and familiarity with key issues in children’s health in Pennsylvania.
- Degree in public health preferred.
- Working knowledge of data analysis software applications and tools, such as Excel or a similar software; knowledge of MS Office, including online functionality using OneDrive/SharePoint.
- Project management skills including process management, data tracking and reporting.
- Ability to work occasional weekend or evening events.
- At least one to two years’ experience in health policy and advocacy work.
- Strong commitment to racial justice and desire to create safe inclusive conversations on how to close racial equity gaps in children’s health.
- Ability to work independently and follow through on projects with minimal supervision.

Service Area / Industry Information:

This is a full-time hybrid position. Our health advocacy efforts are statewide, but concentrated in the Southeast, and the position requires 10-15 days of annual travel to Harrisburg, periodic travel throughout Pennsylvania, and frequent travel in the five-county area. Travel costs are reimbursable.

Reports To: Health Policy Director

Benefits & Salary: \$48,000 per year and a generous benefits package, including health care insurance coverage for the employee and their children and paid family leave.