



## **Position Title: Juvenile Justice-Child Welfare Policy Associate**

### **About Us**

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**

The Juvenile Justice-Child Welfare Policy Associate provides operational support for the policy advocacy initiatives of the Vulnerable Youth team. The Associate will work closely with the Vulnerable Youth Policy Director to grow the base of stakeholders throughout the region supporting the work of our juvenile justice and child welfare reform efforts. This role offers the opportunity to contribute to initiatives that advance the team's policy agenda, including research projects, engagement with key legislators, event coordination, and other strategic advocacy efforts.

### **Key Duties**

- Support development of a coalition strategy to build and maintain ongoing relationships with system-impacted youth and parents and youth and parent organizers. Coordinate coalitions by scheduling meetings, sending meeting invites, monitoring RSVPs, and preparing meeting materials.
- Coordinate events that envision for the future of juvenile justice in Pennsylvania, both from a statewide and regional lens. Oversee event logistics, including monitoring venue needs, transportation, equipment needs, catering, staffing, registration and communication.
- Contribute to and disseminate communications materials, including marketing materials for convenings and broader advocacy materials for use by coalition members to advance policy goals.
- Partner with stakeholders, including parents, to identify state- and local-level policy changes that will decrease child placements and promote child and family well-being. This includes a focus on foster care prevention, support for children and families impacted by foster care, reduction of congregate care placements, and promoting the safety and well-being of children in residential facilities.

- Conduct outreach to and meet with stakeholders, lawmakers, and government officials.
- Attend community events to represent Children First, collect signatures.
- Collect survey data for research projects, and additional tracking campaign activities.

### **Competencies**

- Action Oriented - Full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others.
- Adaptability - Ability to work independently and with others in a hybrid, dynamic environment.
- Cultural Humility - Engages in continuous exploration of cultural identities and beliefs, is aware of one's own biases and background; treats others with respect, openness, and empathy.
- Creativity - Comes up with a lot of new and unique ideas; easily makes connections among previously unrelated notions; tends to be seen as original and value-added in brainstorming settings.
- Interpersonal Savvy - Relates well to all kinds of people – up, down and sideways inside and outside of the organization; uses diplomacy and tact; builds constructive and effective relationships; can diffuse even high-tension situations comfortably.
- Organizing - Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information in a useful manner.
- Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Technological Proficiency - Facility with Excel and Word, web-based research, social media platforms.

### **Qualifications, Education, Experience & Skills:**

- Strong commitment to racial justice and desire to create safe inclusive conversations on how to close racial equity gaps in the juvenile justice and child welfare systems.
- A track record of successful and positive engagements with community members.
- Excellent communication and writing skills.
- Team player, able to coordinate, negotiate, manage, and work with coworkers of all levels.
- Project management skills including process management, data tracking and reporting.
- Minimum 1-2 years of experience working in a non-profit/advocacy/community service field, can be an unpaid internship experience.
- Degree preferred in human services, social work, public policy, or related field required.
- Ability to work occasional weekend or evening events.
- Willingness to travel throughout Southeast Pennsylvania and Harrisburg, must own a car.

**Location:** Candidates should be local to the Philadelphia, Pennsylvania area or willing to relocate and travel for work-related events including but not limited to trips to Harrisburg and the collar counties around Philadelphia.

**Reports To:** Vulnerable Youth Policy Director

**Salary & Benefits:** \$48,000 with a generous benefits package including health coverage with vision and dental, 403B contributions, generous vacation and paid time off holidays, and paid family leave.

**Apply:** Resume and cover letter to [info@childrenfirst.org](mailto:info@childrenfirst.org).

**Children First is an inclusive, equal opportunity employer and does not discriminate when hiring.**