



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 ensure the advancement of health policy goals for children in Pennsylvania. The associate will plan an important role in the organization's efforts to reduce childhood lead paint poisoning and insuring all children in Pennsylvania have health coverage. 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. The associate will apply their expertise in building coalitions, engaging community stakeholders, developing communication strategies, interacting with and educating policymakers, and conducting research and persuasive writing. This is a great entry-level job for someone who is interested in learning more about policy and advocacy.

Coalition Building and Community Events

- At the direction of the Health Policy Director, identify and recruit coalition members for all initiatives.
- Schedule and coordinate coalition and stakeholder member meetings; convene stakeholders from healthcare and immigrant-serving social service organizations and public health and behavioral health professionals.
- Assist with the organization of community events and parental engagement efforts.
- Collect data from organizations and individuals in affected communities and other health policy sites.
- Communicate with community leaders and help schedule participation in health advocacy activities.
- Send invites and follow-ups for meetings, schedule calls, take appropriate follow-up action.
- Coordinate with health policy team on developing team calendar and ensuring projects across policy areas have support needed to complete.
- Coordinate health policy event logistics with children first communication and logistic directors.

Government Relations

- Schedule one-on-one meetings with PA legislators and their staff in key communities.
- Support all health policy team policymakers meetings including follow ups.

Communications

- Work with the Communications Director and help disseminate data and fact sheets.
- In coordination of health policy team identify communication needs and ensure printing of materials, social media postings and Children First and Lead Free Promise Project websites.

Research

- Gather background research for the Health Director and coordinators that aligns with current policy goals.
- Monitor PAODH and other health policy websites for new data and report that align with health policy goals.

Qualifications, Education, Experience, & Skills

- Strong commitment to racial justice and desire to create safe inclusive conversations on how to close racial equity gaps in children's health.
- A track record of successful and positive engagements with community members.
- Familiarity with key issues in child healthcare and policy in Pennsylvania preferred.
- Excellent communication and writing skills.
- Team player, able to coordinate, negotiate, manage, and work with coworkers of all levels.
- Working knowledge of data analysis software applications and tools, such as Excel or a similar software; knowledge of MS Office, including online functionality using SharePoint.
- Program management skills including process management, data tracking and reporting.
- Ability to work occasional weekend or evening events.
- Willingness to travel throughout Southeast Pennsylvania and Harrisburg.
- At least two to three years' experience in policy and advocacy work.
- Degree in public administration, public health, social work, communications fields preferred.
- Ability to work independently and follow through on projects with minimal supervision.

Location: Candidates should be local to the Philadelphia, Pennsylvania area or willing to relocate. This is a hybrid position requiring at least two days in the office.

Reports To: Health Policy Director

Salary: \$48,000