

<p><b>Position: Policy Associate</b>  <b>Reports to:</b> Policy Director  <b>Classification:</b> Full-time/Exempt  <b>Location:</b> Columbus, Ohio</p>	
<p><i>Background</i></p>	<p>Groundwork Ohio is the leading early childhood policy, research, and advocacy organization in the state of Ohio. Our mission is to champion early learning and healthy development strategies from the prenatal period to age five, that lay a strong foundation for Ohio kids, families, and communities.</p> <p>Groundwork’s policy priorities include Healthcare Access and Quality and Early Childhood Trauma Prevention. These priorities guide Groundwork’s engagement on issues that aim to build and transform systems to improve maternal and young child health and mental health, promote health equity, and prioritize trauma prevention through policy development, research, and collaboration. As the conduit for the statewide coordination of the Ohio Safe Babies project, Groundwork Ohio is also committed to advancing health and well-being of infants, toddlers, and their families involved with the child welfare system. The Policy Associate will build on and grow Groundwork Ohio’s engagement in Healthcare Access and Quality and Early Childhood Trauma Prevention.</p>
<p><i>Position overview</i></p>	<p>The <b>Policy Associate</b> will provide critical assistance and support to Groundwork’s policy team and support the implementation and expansion of the Safe Babies approach to Ohio’s Infant Toddler Court Teams through programmatic support, technical support to local sites, and efforts to move toward sustainability. The Policy Associate will also assist with Maternal and Young Child Health policy priorities through critical/strategic thinking and advocacy to achieve programmatic, policy, and practice changes at local, regional, and state levels.</p> <p><b>This position description details the roles, responsibilities, and qualifications for the Policy Associate.</b></p>
<p><i>Policy support</i></p>	<p>In collaboration with the policy team:</p> <ul style="list-style-type: none"> <li>• Report on and assist in monitoring Maternal and Young Child Health and Safe Babies work activities to ensure alignment with and progress toward achieving Groundwork Ohio’s vision and set objectives.</li> <li>• Support the development of effective partnerships and relationships between Groundwork Ohio and families, community organizations, and local stakeholders across the state to support shared early childhood policy and advocacy goals.</li> <li>• Provide a continuum of policy, administrative, operations, and event support as assigned.</li> </ul>
<p><i>Program Support and execution</i></p>	<ul style="list-style-type: none"> <li>• Under the supervision of the Policy Director, coordinate, develop, implement, and support Groundwork’s policy agenda.</li> </ul>

	<ul style="list-style-type: none"> <li>• Support specific policy projects/campaigns and goals, including contributing to project planning and strategy and ensuring execution of deliverables.</li> <li>• Support building advocacy capacity for Groundwork including fostering relationships with strategic partners, executive and legislative decision-makers and staff through strategic communication including written communication, meetings, presentations, and dissemination of policy related information.</li> <li>• Prepare background materials for targeted audiences, including assisting with legislative briefings, preparing testimony, press releases, action alerts and talking points.</li> <li>• Support all aspects of Groundwork events.</li> <li>• Support an integrated strategic communications plan to advance Groundwork’s policy goals and increase visibility of its presence across key stakeholder audiences.</li> <li>• Provide administrative, development and operations support as needed.</li> <li>• Prepare and submit expense reports in a timely fashion.</li> </ul>
<i>Research, writing, and analysis</i>	<ul style="list-style-type: none"> <li>• Assist in primary and secondary data collection and analysis, such as interviews, polling, document review, focus groups, and online surveys, including planning, question development, facilitation, data compilation and entry, coding, and analysis.</li> <li>• Support the development and execution of strategic family engagement, community outreach, coalition-building, and other relevant best practices.</li> <li>• Assist in developing written products that are logical in structure and have a clear purpose and well-defined objectives.</li> <li>• Contribute to high-quality products, including reports, briefs, abstracts, fact sheets, webinars, testimony, blog posts, social media content, resource pages, tools, and other products that communicate out and support Groundwork Ohio activities.</li> <li>• Support the development of presentations, graphics, and other visual tools.</li> <li>• Review and provide feedback on Groundwork Ohio products to ensure they are high quality, adhere with organizational branding, and clearly communicate to targeted audience(s).</li> </ul>
<i>General qualifications</i>	<ul style="list-style-type: none"> <li>• Experience specializing in policy, community outreach, engagement, and advocacy, including program development and implementation or equivalent experience.</li> <li>• Bachelor’s degree in a related area of study.</li> </ul>
<i>General skills and attributes</i>	<p>This position requires:</p> <ul style="list-style-type: none"> <li>• Passion for the vision and mission of Groundwork Ohio and the ability to communicate this passion to others.</li> <li>• Expertise in and demonstrated commitment to operationalizing diversity, equity and inclusion, and cultural and linguistic competency principles and practices.</li> <li>• Demonstrated ability to research, write, and compile data for planning, evaluation, and reporting purposes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication and presentation skills, both written and oral.</li> <li>• Strong relationship-building and facilitation skills.</li> <li>• Strong multi-tasking ability and work ethic.</li> <li>• Proficiency in office software, including but not limited to, MS Office, Outlook, Survey Monkey, and virtual meeting and shared drive platforms.</li> <li>• Ability to successfully navigate in a fast-paced, outcome-driven, and entrepreneurial environment.</li> </ul>
<i>Other requirements</i>	<ul style="list-style-type: none"> <li>• Must have the ability to work both in a traditional office environment and/or from home.</li> <li>• May occasionally require the need to travel to facilitate and build relationships with families and key stakeholders (up to 30%).</li> <li>• Requires routine use of standard office equipment such as computers, monitors, phones, printers, and copiers.</li> <li>• Requires the ability to be stationary and sedentary for extended periods of time.</li> <li>• May occasionally require standing, bending, and light lifting (less than 15 pounds).</li> </ul>
<i>Benefits</i>	<ul style="list-style-type: none"> <li>• Collaborate with a team of dedicated, passionate professionals who genuinely care about the organization's mission, vision, and values.</li> <li>• Competitive salary with professional development opportunities.</li> <li>• Medical, dental, and vision insurance for eligible individuals.</li> <li>• Retirement Plan and 401k for eligible employees.</li> <li>• Generous vacation and sick leave policies.</li> <li>• Salary is commensurate with experience; range is \$45,000 - \$75,000.</li> </ul>

To apply, send a cover letter and resume with the subject line of **Policy Associate**, to [info@groundworkohio.org](mailto:info@groundworkohio.org).