



# Children's Advocacy

## ALLIANCE

### **Position Opening: Policy Manager for Safety and Welfare**

The Children's Advocacy Alliance is seeking a Policy Manager for Safety and Welfare to help implement its policy work and community engagement strategies in the area of children's safety and child welfare.

Anticipated Start Date: August 2018  
Position Status: Full Time, Salaried  
**Location:** Reno, Nevada

### **ORGANIZATION BACKGROUND**

Children's Advocacy Alliance is an independent voice dedicated to achieving public policy wins in the areas of children's safety, children's health and school readiness. The Alliance creates lasting change by tackling the biggest issues that kids and families face by:

- bringing people together to build consensus around priorities and to leverage our collective strength toward real reform;
- collecting, analyzing and sharing research and information with people who make decisions impacting Nevada's children and families; and
- building public will through education, outreach and advocacy to solve expansive and chronic problems facing kids and families.

To ensure the safety and well-being of our children, and their families, the Children's Advocacy Alliance is working to improve:

- Prevention programs and interventions that reduce the need for child welfare and juvenile justice engagement;
- Programs and practice necessary to support children and families involved in child welfare or juvenile justice; and
- Policies that protect children from violence, abuse, injury or death within their homes and communities.

### **POSITION DESCRIPTION**

The Policy Manager reports directly to the Executive Director and will oversee the Children's Safety initiatives at the CAA. This includes defining policy positions, objectives and strategies on issues related to children, youth and families in Nevada, as well as coordinating statewide community engagement activities.

### **DUTIES AND RESPONSIBILITIES INCLUDE (but not limited to):**

- Serve as the content area expert in child safety for the CAA;

- Perform tasks involving writing reports, memos and professional correspondence;
- Research policies and investigate trends in child-wellbeing, including child welfare, sex trafficking, and juvenile justice;
- Identify, monitor and analyze all relevant legislation at the local, state and federal level that impact Nevada's children and families;
- Actively engage with the community and key partners by participating in relevant meetings, conferences, and other events;
- Coordinate, facilitate and staff a statewide coalition;
- Work with the Executive Director, Government Affairs Manager, Communications Coordinator, Board of Directors and community partners to plan major outreach campaigns and media efforts;
- Maintain and update e-mail policy alert networks through the CAA website and client resource management tools;
- Develop advocacy materials, including issue briefs, briefing papers, and policy fact sheets;
- Create easy to read charts, graphs and interactive tools for the website that show impact;
- Assist with grant and/or report writing for funding initiatives;
- Attend meetings and conferences as required for technical assistance/professional development; and
- Perform all other duties as needed and assigned by the Executive Director.

The Policy Manager must have reliable transportation to attend meetings and events in the community and must be willing to work some nights and weekends as needed.

### **QUALIFICATIONS**

- Preferred candidates will have at least a bachelor's degree in a social service field, preferably social work or public policy, or a related field and will have some experience working in government, advocacy or a policy setting.
- Preference will be given to candidates with direct experience in child welfare, juvenile justice or a related field.
- Experience with MS Office software, including Word, Excel and Publisher.
- Essential qualities include: excellent communication (oral and written) and interpersonal skills; superb analytical skills; ability to multi-task and organize, focus on details and work under tight timelines.
- Experience with group facilitation and coalition building are strongly preferred.
- Ability to multitask and manage multiple priorities in heavy volume, high paced environment.
- Ability to prepare records and reports on a timely basis, and to forward reports as required.
- Ability to establish and maintain effective working relationships with Board members, employees, and all partner organizations.
- Bilingual in English/Spanish is a plus, but not required.

### **HOW TO APPLY**

The Policy Manager is a full-time position based in the Reno, NV office. Children's Advocacy Alliance offers competitive compensation, commensurate with experience, and a benefits package.

To apply please send resume, cover letter (including salary requirements) and writing sample to [jobs@caanv.org](mailto:jobs@caanv.org), subject line: Policy Manager - Safety. This announcement will remain posted until the position is filled.

**No phone calls please.**

Children's Advocacy Alliance values diversity and is an equal opportunity employer: women, minorities, and people with disabilities are encouraged to apply. Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from Children's Advocacy Alliance.

For more information about Children's Advocacy Alliance, please see our website:  
[www.caanv.org](http://www.caanv.org)