

TITLE: Associate Director of Policy

SUPERVISOR: Vice President, Policy, Partnerships & Organizing

ORGANIZATIONAL DESCRIPTION:

Advocates for Youth partners with youth leaders, adult allies, and youth-serving organizations to advocate for policies and champion programs that recognize young people's rights to: honest sexual health information; accessible, confidential and affordable sexual health services; and the resources and opportunities necessary to create sexual health equity for *all youth*.

GENERAL DESCRIPTION:

Under the supervision of the Vice President of Policy, Partnerships, and Organizing, the Associate Director will assist in domestic and U.S. foreign policy efforts and support the team in building out vision and advocacy priorities. The Associate Director of Policy works with the Vice President to identify policy priorities of the organization and to create strategic and operational plans to meet those goals. The Associate Director of Policy will serve as one of the organization's advocacy voices and promote policies for youth sexual and reproductive health and rights (SRHR) on Capitol Hill, within the Administration and federal agencies, at international meetings and with colleague organizations; represent and boldly champion Advocates' policy priorities on coalitions; analyze the impact of legislation and regulation on young people; and organize lobby visits for youth and adult activists and other staff members. The Associate Director of Policy will work closely with Advocates' programmatic, organizing, and communications' staff, ensuring strategic and collaborative strategies across the organization, including supervising policy team staff.

The Associate Director of Policy will also collaborate with the International Youth Health & Rights department to support and inform Advocates international programmatic work, as well as support the International Youth Leadership Council (IYLC) in their youth advocacy work.

The Associate Director of Policy should be knowledgeable in the policy issues surrounding young people's sexual and reproductive health and rights at an international and/or domestic level, able to assert Advocates' policy priorities, manage staff, and able to support building forward-thinking and original strategy, while keeping track of details.

The position focuses approximately 50% of its responsibilities on U.S. foreign policy/international, 25% on domestic policy, and 25% on internal management of staff and strategic direction for the organization, though these percentages may shift depending on various factors including political landscape, internal capacity and staff makeup, rapid response priorities, etc.

RESPONSIBILITIES:

- Work collaboratively with the Vice President of Policy, Partnerships and Organizing to develop and help implement strategies to support the organization's policy advocacy priorities.
- Provide support and leadership for and/or directly supervise policy staff, helping identify policy priorities, build strategy with staff and partner organizations, and work to shift policies that impact young people's access to reproductive and sexual health/rights.
- Work within Policy, Organizing, and International Youth Health & Rights Departments to develop and implement policy priorities and support youth advocacy strategies, including developing objectives, timelines, and activities.
- Monitor, cultivate, and manage relationships with agencies that administer U.S. foreign and domestic policy, including, but not limited to, congressional staffers, the State Department, the Department of Health and Human Services, the United States Agency for International Development (USAID), and the Office of the Global AIDS Coordinator (OGAC).
- Serve as Advocates' organizational representative to key policy groups and coalitions working on international and domestic sexual and reproductive health and rights (e.g. International Family Planning Coalition), including major US policy efforts that affect young people's reproductive and sexual health/rights domestically.
- Provide support for staff working on domestic youth SRHR including access to comprehensive sex education and contraception services, abortion access, or LGBT health and rights.
- Develop materials, policy briefs, and/or talking points for dissemination to policy makers, administrative agencies, colleague organizations, the media, and young activists, when necessary.
- Organize advocacy day trainings and Capitol Hill and administrative visits for youth activists, adult activists, or staff members.
- Engage actively and provide leadership on policy and advocacy in high-level policy meetings, as appropriate.
- Conduct policy trainings and presentations for national and international audiences.
- Support broad efforts and provide analysis of legislative and administrative activities to Advocates' staff, Board of Directors, partner organizations, and youth activists, including on issues in the Public Policy department beyond specific portfolios.
- Develop action alerts on policy issues as they arise.
- Coordinate activities with staff across the organization, including other Policy, Youth Organizing, International Youth Health & Rights and Communications staff.
- Carry out other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree with three to five years' experience of programmatic or specialized experience in federal, or state-based policy advocacy. Knowledge of the legislative process a must. Experience supervising staff or leading a team preferred.

A demonstrated experience in policy analysis, advocacy strategy, organizational planning, communications, and/or program implementation. A demonstrated interest in the policy issues surrounding youth reproductive and sexual health/rights. Understanding of youth advocacy and youth-centered policies and practice preferred.

Ability to develop “big picture” strategy while keeping track of details and ability to think “outside of the box”. Ability to digest large amounts of information quickly and turn it into concise, user-friendly language for key stakeholders including the Hill, media, colleague organizations, and youth activists.

Ability to link policy with grassroots organizing and communications work of the organization. Must be a self-starter, able to prioritize and meet tight deadlines and a team player, able to work collaboratively with other staff. Experience conducting advocacy trainings, strategy sessions, and organizing advocacy events desired.

SALARY RANGE:

\$70,000 - \$80,000 commensurate with experience

HOURS & BENEFITS:

This is a full time position (35 hours per week) and includes flexible compensatory time, health and dental insurance plans, life and short- and long-term disability insurance, 403(b) retirement plan, professional development funds, and student loan pay-down benefit upon start date.

TO APPLY:

Please send a cover letter, resume, two writing samples (no more than three pages each), current salary and three references by to afyhr@advocatesforyouth.org with subject line Associate Director of Policy and last name. Applications will be accepted on a rolling basis until January 24, 2020.

Advocates for Youth is an Equal Opportunity/Americans with Disabilities Act employer and strongly encourages people of color and LGBTQ people to apply.