



JOB POSTING

JOB TITLE:	Policy Specialist		
PROJECT:	Idaho Voices for Children/Idaho Center for Fiscal Policy		
LOCATION:	1607 W Jefferson, Boise, ID		
STATUS/HOURS:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<u>40</u> Hours per week	<u>100%</u> FTE
FLSA STATUS:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
EEOC	<input type="checkbox"/> Off & Mgr <input type="checkbox"/> Prof <input checked="" type="checkbox"/> Admin Serv <input type="checkbox"/> Service Wrkr <input type="checkbox"/> Tech		
PAY:	\$17.24 to \$22.00 per hour		
REPORTS TO:	Program Director		
POSTING DATES:	November 30 – December 16, 2018		

SUMMARY:

Idaho Voices for Children advocates for public policies that benefit all children and families. The Idaho Center for Fiscal Policy believes in making smart public investments today so that our state can thrive tomorrow. Both are programs of Jannus, Inc.

Our organization is expanding to new state, local, and federal policy areas and seeks a dynamic individual who can manage a diverse portfolio of issue work on a team of dedicated and passionate policy professionals.

The Policy Specialist will produce timely, accessible, and reliable research and analysis on a range of policy issues affecting low- and moderate-income families and individuals in Idaho including, but not limited to: anti-poverty programs, affordable homes, human services, and tax and budget policy. The Policy Specialist will be responsible for communicating our policy research and analysis to key audiences through a variety of channels. The Policy Specialist will also assist with coordination of coalitions and networks of individuals and organizations that advance our policy work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Mobilize partner organizations and constituents to advance policy change;
- Conduct digital and in-person outreach to key audiences and stakeholders, including the public and policymakers;
- Obtain, analyze, compile data and promote research findings in a fast-paced, dynamic environment;
- Conduct research, plan, and write policy reports and issue briefs on federal and state anti-poverty programs, healthcare and human services, and other policies, particularly as they pertain to low- and moderate-income families and individuals;
- Create charts, graphs, and other data visualizations to tell a policy story;
- Monitor the status of key state and federal legislation, track events and developments with consequences for the state budget and residents, and stay abreast of the latest local and national research on anti-poverty, health, fiscal and economic policy;
- Fact-check policy reports; respond to requests for information and technical assistance from policymakers, the media, and the leadership and membership of other research and advocacy organizations;

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Coordinate networks of partner organizations (i.e. schedule and lead meetings, develop work plans, encourage follow-through) to assist in the dissemination of data, information, and key messages;
- Plan events to educate key audiences (e.g. roundtables of policy experts, press conferences);
- Create, in collaboration with other staff, videos, infographics, and other products to share messages and information via social and other new media;
- Arrange and conduct meetings with lawmakers to build relationships and convey information;

- Attend in-state and out-of-state conferences and other meetings on matters of interest (averaging 2-4 trips per year);
- Assist with fund development (donor cultivation, marketing materials, grant writing); and
- Participate enthusiastically in collaborative, mission-oriented, friendly workplace.

QUALIFICATION REQUIREMENTS:

- Excellent communication skills, including the ability to convey technical information clearly to a range of audiences, both through writing and public speaking;
- Excellent interpersonal skills, including the ability to form relationships with diverse stakeholders and collaborate with a close-knit team;
- Prior experience in policy analysis and research, including familiarity with local, state, and federal data sources;
- Strong quantitative and analytical skills, including a working knowledge of PC-based word processing, spreadsheet (Excel), and statistics;
- A strong familiarity with the legislative process;
- The ability to work both independently and as part of a team, the ability to prioritize and manage multiple tasks, and the ability to complete assigned projects under time constraints;
- The capacity to develop and maintain collaborative relationships with the array of individuals and organizations interested in sound policies that benefit children and families, including public officials, journalists, the leadership and membership of other policy organizations, and the general public;
- A strong commitment to the mission of Idaho Voices for Children and the Idaho Center for Fiscal Policy, including race equity and broadly shared prosperity;
- Must have reliable transportation for travel to meetings within the Treasure Valley, a valid driver's license and able provide proof of state mandated liability insurance;
- Able to pass a criminal history and credit background check.

EDUCATION:

- A degree in public policy/administration, economics, sociology, or a related field (master's preferred);

CERTIFICATES, LICENSES, REGISTRATIONS:

- None

WORKING CONDITIONS:

Works in general office environment and travels to venues or other outside facilities where meetings are held. National travel may be required to attend conferences two to three times per year. Some evening or weekend hours may be required.

PHYSICAL REQUIREMENTS:

Must be able to tolerate heat and cold, and to drive to venues in varied weather conditions. Sitting, standing, walking, driving, repeated hand and wrist motions (for computer use) are required. May be required to lift up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

TO APPLY:

Complete the required Jannus, Inc. Employment Application available at www.jannus.org and send with your cover letter and resume to info@jannus.org. Or fax to 208.336.0880 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702 by the above stated deadline.

Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.

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