

## Forum for Youth Investment

7064 Eastern Avenue NW

Washington DC 20012

(202) 207-3333

[www.forumfyi.org](http://www.forumfyi.org)

### POSITION DESCRIPTION

**TITLE:** Policy Associate

**SUPERVISOR:** Policy Director

**PURPOSE:** The Policy Associate will support the advancement and implementation of the Forum's local, state and federal public policy agenda through policy research and analysis, training and technical assistance, communications activities, meetings & event planning, and proposal writing.

The Forum for Youth Investment is a nonprofit, nonpartisan organization dedicated to helping communities and the nation make sure all young people are "ready by 21" — ready for college, work and life. This goal requires that young people have the supports, opportunities and services needed to prosper and contribute where they live, learn, work, play and make a difference. The Forum provides youth and adult leaders with the information, technical assistance, training, network support and partnership opportunities needed to increase the quality and quantity of youth investment and youth involvement.

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### PRIMARY DUTIES

- A. Support the implementation of areas of the Forum's Public Policy Agenda and strategy for advancing the Agenda, as assigned, through the following activities:
  - a. *Policy Research and Analysis:* examine federal, state and local policies to inform more effective and aligned policy solutions.
  - b. *Training and Technical Assistance:* provide training and technical assistance and facilitation support to local, state and federal policy makers, and partnerships, including large group presentations, meetings and retreat facilitation, small group trainings, and one-on-one coaching
  - c. *Communications and Networking:* collect and synthesize information on youth policy, and collaborate on the development of publications, eNewsletters, issue briefs, and Web pages for local, state and federal policy makers, and partnerships; support the Forum's networks of policymakers with regular communication.
  - d. *Meetings & Events:* maintain relationships with local, state and federal policy makers and partnerships through conference calls, webinars, presentations, and meetings/events; including the occasional coordination of those events.
  - e. *Fund Development:* work with policy team and fund development team to respond to grant opportunities; write grant reports; and draft contracts with clients.
  - f. Other duties as assigned.

## **PERFORMANCE/CHARACTER REQUIREMENTS**

Ability to make judgments, assume responsibility, and work independently is essential. Must be comfortable in public presentations, facilitation and leading a group. Analytical ability to identify and establish priorities, and attend to all details in a professional manner is required. Initiative, creativity, reliability, flexibility, thoroughness, accuracy and follow through are critical. Excellent time management skills are essential. Willingness to travel is a must (approximately one short business trip per month on average).

## **SKILLS/EDUCATIONAL BACKGROUND REQUIRED**

The successful candidate will have 3-5 years of experience with youth programs and youth development theory, youth policy and local, state or federal government. A demonstrated ability in developing, facilitating, and evaluating learning strategies for diverse audiences is key. Strong working knowledge of networks and resources related to child and youth development in the United States is highly desirable. Experience in a range of organizations (direct practice, research, intermediaries, government, foundations) is preferred.

Professionals with academic credentials in a subject area related to children and youth programming and public policy will be given top priority.. The position requires a strong interest and ability in writing as well as excellent oral communications, interview, research, and analytic skills. Experience in project management is essential. A demonstrated range of writing styles, from research synthesis to journalistic commentary is critical. This candidate should be creative, organized and a self-starter. This person must also have the interpersonal skills to build and maintain a wide range of external relationships and work as a team player in a high-energy, flexible environment with a range of projects and priorities.

## **WORKING ENVIRONMENT**

Flexibility is required to adapt to the dynamic work environment of a small but growing non-profit "think tank" that has national clients and exposure. The climate is informal but mission-driven. Excellence is valued in every position.

## **POSITION & COMPENSATION**

Salaries at the Forum are competitive with comparable non-profit organizations in the region and will be based upon experience and expertise. Salary range, duties and responsibilities of this position meets the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position.