

The Forum for Youth Investment (FFYI) seeks a motivated graduate level student to support the Children's Cabinets Policy on a part-time basis. The Graduate Fellow should have excellent writing, research, organizational and communication skills, and be a self-starter. Most importantly, this individual must be committed to creating an equitable world for opportunity youth and have a record of commitment to social justice.

### **About FFYI & The Children's Cabinet Networks**

The Forum for Youth Investment is an action tank working with national, state, and local leaders in more than 45 states. Headquartered in Washington, D.C., more than 50 staff and dozens of consultants are associated with the Forum's primary teams in DC, Ypsilanti, Michigan, and New York City.

Children's Cabinets are multi-organization collaborations that execute initiatives that impact opportunity youth and help create a supportive ecosystem for young people at the state and local level. The Children's Cabinets Network (CCN) helps members solve unexpected issues and navigate policy-related obstacles. The CCN team provides strategic plan coaching; identifies equity-centric, plug-and-play solutions that are scalable; connects cabinet stakeholders across the country; produces briefs and memos that respond to current issues impacting opportunity youth; and more. In addition, we work to bridge the silos across local, state, and federal levels of government so that policy can better change the odds that all youth are ready for college, work, and life.

As part of the CCN's activities, our team also designs and manages the Youth Participatory Action Research (YPAR) Cohorts – an action cohort that helps state and local cabinets shift decision-making power between adults and young people as communities of young people work to influence policies that address systemic inequities.

### **Graduate Fellowship Description:**

The fellow will be supervised by the manager of the state and local children's cabinets as they support the ongoing implementation of connect strategies that maintain the S/LCCN. This includes fielding new cabinet inquires, maintaining and updating listservs, sending newsletters via Constant Contact, executing the systemized tools used to manage the network, and coordinating with our partner organizations in the Local Children's Cabinet Network (The Children's Funding Project and Harvard's Education Redesign Lab). Additionally, the fellow will assist with research memos to inform resources for CCN members and strategic initiatives. When appropriate, the fellow will have the opportunity to sit in on federal, state, and local level events and collaboration sessions hosted by partner organizations. The fellow will also have the opportunity to connect with stakeholders and organizations to explore and research issues of personal interest that can be of use to FFYI.

As a FFYI graduate fellow, you will be responsible for traditional administrative responsibilities and entry-level writing, but you will have opportunities to explore areas of interest, receive professional feedback and coaching, and be championed as a young professional looking to enter the policy world.

### **Graduate Fellow Qualifications:**

Students must be currently enrolled in a graduate level program. Excellent writing and research skills, the ability to work autonomously, and respond quickly to external touchpoints are essential. Students must have experience and/or a demonstrated commitment to social justice and be studying Nonprofit



Management, Policy Development, Education, Sociology, Social Justice, Diversity, Equity & Inclusion. Interdisciplinary degrees welcome.

FFYI is an equal opportunity, affirmative action employer. We value a diverse workforce and an inclusive culture. We strongly encourage people of color, people with disabilities, LGBTQ+ people, and people from other historically disenfranchised communities to apply. FFYI does not discriminate because of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital or parental status, citizenship, disability, veteran status, record of arrest or conviction, or any other characteristic protected by applicable law.

### **Time Commitment & Compensation**

The fellow will be expected to work semi-autonomously 15-20 hours/week. Compensation will fall between \$15-\$20/hour depending on experience and location. This is a virtual role.

### **To Apply:**

Submit a resume and a writing sample to [jordanp@forumfyi.org](mailto:jordanp@forumfyi.org). This is a rolling application and is currently active.

