

**POLICY ASSOCIATE**  
Los Angeles, California

The Children's Partnership (TCP) is seeking a highly motivated professional to help support, shape, and implement strategies in all aspects of its policy and advocacy work and support other projects aimed at improving the well-being of underserved children through access to healthcare and technology. Under the direction of senior leadership, the Senior Policy Associate serves as an internal expert on a range of issues, including children's health coverage & care, mental health, oral health, telehealth, and/or child welfare. Responsibilities include research & analysis, writing, project management, legislative tracking, relationship development & management, strategy development, community engagement, and local & state advocacy. This position may be adapted to a more senior role for the right candidate and fit.

**PRIMARY RESPONSIBILITIES**

- Coordinate multiple aspects of children's coalition work aimed at increasing access to and enrollment in health coverage and care for children, including coordinating and finalizing coalition communications such as letters, press outreach & fact sheets.
- Lead cross-organizational project management related to issue portfolio policy deliverables.
- Serve as an expert on children's health coverage & care, mental health, oral health, telehealth, and/or child welfare issues.
- Develop and implement strategy for advancing TCP policy goals, working closely with the TCP team.
- Work closely with TCP outreach staff to support the management of key partnerships and collaborations through public policy, advocacy, communications, and digital efforts.
- Provide strategic analysis and background for the development of TCP's annual policy agenda.
- Monitor state and federal health policy and research and stay on top of key issues and developments.
- Provide timely, accurate, in-depth, and relevant policy research for TCP staff, including highlighting unexpected issues, barriers, or opportunities that may arise in researching particular topics.
- Work with TCP's policy team on long-term projects, coordinating significant components of the work.
- Write high-quality briefing documents, public education and media/communications materials & other products.
- Participate in the execution of relevant funder activities with TCP's development team.
- Coordinate production & dissemination of materials & outreach—including press, website & social media—with TCP's communications team.
- Participate in and lead internal & external meetings.

**Full-time position. Reports to Senior Leadership.**

**Salary: Commensurate with experience. Excellent health, retirement & other benefits. Some travel required.**

**QUALIFICATIONS**

- Expertise in health policy, children's health, or child welfare issues at both the state and federal level
- Excellent writing, research, project management & analysis skills
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple projects simultaneously
- Strong oral communication & public speaking skills
- Strong familiarity with the state legislative process
- Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas
- Strong track record in working with coalitions and managing relationships with stakeholders
- Ability to think strategically and provide thoughtful input to a broad range of internal and external contacts across all levels of management
- Familiarity with social media

**EDUCATION & EXPERIENCE**

- Bachelor's degree; Master's preferred
- At least three (3) years experience (5 preferred) in social/health policy and/or advocacy
- Commitment to & experience with nonprofit organizations

**APPLICATION PROCESS**

Email resume, cover letter summarizing interests & qualifications, and brief writing sample to [search@childrenspartnership.org](mailto:search@childrenspartnership.org). State "Policy Associate" in the subject line. No phone calls, please.

**ABOUT THE CHILDREN'S PARTNERSHIP**

Based in California and Washington, DC, The Children's Partnership improves the lives of underserved children where they live, learn, and play with breakthrough solutions at the intersection of research, policy, and community engagement.