

**THE CENTER FOR COMMUNITY SOLUTIONS**  
**POSITION ANNOUNCEMENT**  
**Associate, Public Policy & External Affairs**  
**March 1, 2019**

**Position Title:** Associate, Public Policy and External Affairs

Reports to: Lynde Fellow, Director of Public Policy or President/Executive Director

Classification: Exempt

*Established in 1913, The Center for Community Solutions (Community Solutions) provides strategic leadership to improve health, social and economic conditions through nonpartisan research, analysis, communication and organization of community resources for action. More information is available at [www.CommunitySolutions.com](http://www.CommunitySolutions.com). Community Solutions has offices in Cleveland and Columbus. The Public Policy and External Affairs Associate position is located in the Columbus office.*

General statement of responsibilities: The Public Policy and External Affairs Associate provides professional research, analysis and project organization and support with only general guidance and supervision

Essential job tasks include: using computers; writing; collection and analysis of data, trends, and ideas; planning; problem solving utilizing independent judgment and discretion; building relationships with members of community, professionals and decision makers; influencing opinions through verbal and written communications.

Essential competencies include: teamwork; versatility; attention to detail; project planning; collection of data and data entry; analysis of data and ideas; general and technical writing; proofreading; public speaking; building rapport with community members of all backgrounds; statistics; knowledge of health and social issues, policy, and politics; knowledge and proficient use of Microsoft Office, Outlook and social media applications; ability to perform several tasks concurrently.

Essential job responsibilities and results include:

- Develop elements of project scope and plans through research, analysis and collaboration with internal and external colleagues and organizations.
- Identify, define, recommend and act upon health and social issues through analysis of data and ideas, planning, encouraging collaboration among interested parties, measurement of results and evaluation.
- Prepare guidelines, position statements on health and social issues and briefings.
- Write reports, briefs, articles, blogs and news releases for publication or to share with consulting clients.
- Track legislation and state agency decisions pertinent to the organization's policy priorities which may include, but is not limited to: attending legislative committee hearings; meeting

with legislators, legislative staff, and state agency staff; and identifying and collaborating with key players on issues.

- Use qualitative and quantitative sources to develop talking points, legislative reports and testimony to policymakers and advocates at the local and state levels.
- Maintain contacts with organizations and individuals essential to assessing the scope of an issue or program, or who are current or potential consulting clients.
- Maintain connection with civic leaders, public officials and professionals working on health, social and economic policy.
- Assist in identifying and following through as appropriate on opportunities for the organization to provide fee-for-service consulting in accordance with its approved decision-making criteria.
- Serve as a member of one or more projects or teams.
- Assist in providing staff support for Board and volunteer committees.
- Other tasks as assigned.

Qualifications: Combination of education and experience normally represented by a bachelor's degree in a health-related, social sciences or public administration field, plus at least two years of experience in a similar position. A master's degree is preferred. Good writing and verbal skills are required. Must be proficient in use of a personal computer, including the following software programs: Microsoft Office; Outlook email and electronic scheduling; and social media applications. Familiarity with Word Press and Mail Chimp is preferred. Use of a personal cell phone for business purposes is required. Valid Ohio driver's license, accessibility to a vehicle and current automobile insurance and agency insurability are required.

**Every Community Solutions' employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity and inclusion.**

**Reply by: March 29, 2019**

**Apply online: <https://www.communitysolutions.com/about-ccs/employment/>**

**Include application (download from Website), resume and cover letter; references, writing samples, etc. also may be submitted online. Or send all of the above (including application) to: Roslyn Kaleal at [rkaleal@CommunitySolutions.com](mailto:rkaleal@CommunitySolutions.com) or by mail to the address below.**

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*Employment and tenure with The Center for Community Solutions  
are based on the "at will" principle of employment.*

*The Center for Community Solutions is an Equal Opportunity Employer M/F/V/D/SO.*



**1501 Euclid Avenue, Suite 310, Cleveland, OH 44115**

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**[www.CommunitySolutions.com](http://www.CommunitySolutions.com)**

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