



## **Job Opening: Policy Assistant October 5, 2020**

The Center for Community Solutions has an immediate opening in our Columbus office for a policy assistant to help with policy research, analysis, outreach and communications with public officials, decisionmakers and other advocates. This person will work with our policy and advocacy team and with Advocates for Ohio's Future (AOF), a statewide coalition of health and human services stakeholders. Core job tasks include frequent engagement with policymakers and their staff, scheduling meetings to advance our policy priorities, assistance with communications directed to the Community Solutions and AOF networks, and research and writing.

Community Solutions has been described as a “think tank with muddy boots.” This means we go beyond simply analyzing and describing issues; we actively work to improve community conditions. Communication is key to our effectiveness, and this person will be expected to consistently and clearly communicate with stakeholders and policymakers on a variety of topics that fall into Community Solutions' and AOF's priority areas.

Advocates for Ohio's Future is a nonprofit, nonpartisan coalition of a wide range of health and human services policy, advocacy and provider organizations from the state and local level. AOF works together to collaborate and align on strategy and messaging to support policies and public funding for basic needs like health care, food, housing and early care and education for vulnerable populations.

All Community Solutions' staff are expected to understand and value racial equity as an organizational operating principle and must be committed to continued learning on issues related to race, equity, diversity and inclusion.

Community Solutions and AOF have built a strong presence in Capitol Square and are often contacted to quickly analyze issues and provide clear, concise responses to inform sound development of policy. Policy assistants are expected to work on several projects simultaneously and demonstrate a level of independence.

Join a collaborative and high-performing team of professionals committed to using data to understand health, social and economic conditions, and providing information and intelligence to inform community responses to critical issues.

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

**175 S. Third St., Suite 350, Columbus, OH 43215**

**P: 216-781-2944 // F: 216-781-2988**

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

**[www.AdvocatesforOhio.org](http://www.AdvocatesforOhio.org)**



**THE CENTER FOR COMMUNITY SOLUTIONS  
POSITION DESCRIPTION  
October 5, 2020**

**Position Title:** Assistant, Policy/Research  
**Reports to:** Lynde Fellow; Director of Public Policy  
**Classification:** Exempt

The Center for Community Solutions improves health, social and economic conditions through nonpartisan research, policy analysis, communications and advocacy.

A policy assistant provides professional research, analysis and project support with limited guidance and leadership from supervisor.

Essential job tasks include: using computers; writing; collection and analysis of data, trends, and ideas; planning; problem solving; building relationships with members of community, professionals, and decision makers; influencing opinions through verbal and written communications; evaluating data and recommending projects and initiatives for participation.

Essential competencies include: teamwork; versatility; attention to detail; collection of data and data entry; ability to prioritize and track time spent on a variety of projects; ability to analyze and assess data and ideas; general and technical writing; proofreading; knowledge and proficient use of Windows Office, Outlook and social media applications; ability to perform several tasks concurrently.

Essential job responsibilities and results:

- Attend, summarize, and/or report back on various legislative and stakeholder meetings related to the organization's policy priorities
- Identify, research, and communicate policy issues relevant to the organization's work
- Compile, analyze, and report data and information relevant to the organization's mission and priorities
- Work concurrently on projects for the policy and research teams and AOF; attend meetings as assigned
- Serve on consulting project team(s) as requested
- Assist with research, data collection, analysis, and issue identification to develop action steps, timelines, and resources required to accomplish objectives of one or more projects.
- Assist other program staff in collecting and developing program specific materials.
- Organize topic and content information; assemble and assist in evaluation of program or project results; assist in preparing outlines, agendas, and related tasks for Board and volunteer committees.
- Serve as a member of one or more projects or teams.
- Other duties as assigned.

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**Qualifications:** Combination of education and experience normally represented by a bachelor's degree in a health-related, social sciences, or public administration field, preferably supplemented by practical field work. Good writing and verbal skills are required. Must be proficient in use of a personal computer, including the following software programs: Microsoft Office (Word, Excel, PowerPoint, etc.); Outlook email and electronic scheduling; and social media applications. 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.

**Target salary: \$40,000 – \$45,000**

**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: November 2, 2020**

**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: [rkaleal@CommunitySolutions.com](mailto:rkaleal@CommunitySolutions.com).**

*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.  
All staff 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.*

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