

THE CENTER FOR COMMUNITY SOLUTIONS
JOB-SPECIFIC DESCRIPTION

Job Title: Associate, Greater Cleveland American Rescue Plan Council

Reports to: Director, Greater Cleveland American Rescue Plan Council

Location: This position is based in Cleveland, Ohio

Salary Range: \$45,000-\$65,000, depending on experience & education

*In September, 2021, we announced that Community Solutions was [launching the Greater Cleveland American Rescue Plan Council](#) (GCARP Council), a local effort to track and influence federal relief funding flowing into Cleveland and Ohio. The Council will build a strong coalition that will ensure we do not squander the once-in-a-generation opportunity to leverage large federal investments to reduce poverty and racial inequity in our region. The **GCARP Council Associate** will have a unique opportunity to manage research, advocacy and capacity-building related to this swell of federal relief funds. This is a public-facing role, and the ideal candidate will be a skilled written and verbal communicator, knowledgeable about the civic landscape and policy processes in Greater Cleveland, and highly motivated to advocate for equitable uses of funding.*

Primary responsibilities:

- Conduct and manage research and advocacy related to the work of the GCARP Council
 - Conduct research to track ARP spending and write reports highlighting uses of funds
 - Develop advocacy campaigns to influence uses of funding
- Manage the provision of small sub-grants to community-based organizations to build their advocacy capacity
- Manage quarterly public meetings of the GCARP Council and provide staff support for Steering Committee meetings
- Work with GCARP staff, build participation in the GCARP Council through communications and network building
- Assist GCARP Council members in developing and maintaining relationships with key nonprofit leaders, elected officials and administration staff, opinion leaders, media and other policy stakeholders to engage them in achieving the goals of the organization

Qualifications:

- Experience working on regional or state-level advocacy campaigns or working with diverse and effective alliances and collaborations
- Excellent organizational skills and proven ability to work collaboratively
- Excellent communication (written and oral) skills
- Familiarity with the civic landscape and policy processes in Greater Cleveland
- Understanding of racial disparities and ability to examine public policy through a racial equity lens
- Willingness and ability to travel regularly throughout Ohio; must provide personal mode of transportation
- Proficiency with Microsoft Word, Excel, PowerPoint, social media applications and management tools, Zoom/virtual meeting tools, and online networking and collaborative tools

Community Solutions offers the flexibility of working from home on a part-time basis. This position will be expected to attend frequent meetings in-person, as long as local public health guidance permits.

GENERAL POSITION DESCRIPTION

What follows is a description of what is typically expected of an employee at the *associate* level at The Center for Community Solutions.

Position Title: Associate, Policy/Research

Reports to: Fellow, Director or President/Executive Director

Classification: Exempt

The Center for Community Solutions (CCS) provides strategic leadership and organizes community resources to improve health, social, and economic conditions through demographic research, nonpartisan policy analysis and advocacy, and communication. CCS strongly encourages vaccination against COVID-19 for all employees.

An Associate, Policy/Research provides professional research, analysis, and project organization and support with only general guidance and supervision. Depending on the role within the organization, the Associate's work may be focused on program implementation; convening; analyzing the funding for health and social programs; suggesting policies that will improve outcomes; using local data and information to research health and social conditions and service delivery systems; creating data collection tools, including survey tools and focus groups; working on fee-for-service consulting projects; and communicating suggested policy changes and/or other results of our work with policymakers, human services providers, and the public.

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 CCS' 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.
- Maintain contacts with organizations and individuals essential to assessing the scope of an issue or program, or who are current or potential consulting clients.
- 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. For research-related positions, familiarity with U.S. Census data products, comfort with large data sets, statistical analysis skills, data visualization skills and basic skills in Statistical Program for the Social Sciences (SPSS), Statistical Analysis System (SAS) and ArcView GIS are recommended but not required.

Grade 42

Reply by: February 18, 2022.

Download an application online: <https://www.communitysolutions.com/aboutccs/employment/>

**Send the completed application, resume and cover letter (PDFs preferred) to:
hr@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 strongly encourages vaccination against COVID-19 for all employees.

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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