



**Policy Assistant/Associate: Greater Cleveland American Rescue Plan Coalition  
January 2023**

**Position Title: Assistant/ Associate | Report to: Director of Public Policy or Chief Operating Officer  
Classification: Exempt, 41 (Assistant, \$45,000 – \$55,000)/ 42 (Associate, \$56,000 - \$70,000)**

**JOB OPENING: Policy Assistant or Associate: Greater Cleveland American Rescue Plan Coalition**

The Center for Community Solutions has an immediate opening in our Cleveland office to help support the Greater Cleveland American Rescue Plan Coalition (GCARP). This position will help to convene GCARP and coordinate the work of the coalition and its Steering Committee. Main tasks are likely to include meeting planning and logistics, managing relationships, policy and public budget analysis, tracking legislation, writing blog posts, presenting in person and virtually about ARPA, and advocating with state and local policymakers. Funding to support GCARP is secured through at least the end of 2023.

Community Solutions is a non-partisan, nonprofit think tank in the health and human services landscape, committed to influencing health, social and economic conditions in Ohio.

Depending on level of experience, the position will be either an Assistant (entry-level) or Associate. Please see accompanying document for a description of the two levels. Candidate will work out of downtown Cleveland office, with a flexible hybrid schedule (at least 2 days in-office).

**Qualifications and Education Requirements**

- Bachelor's degree in a social science, health-related, or public administration field; equivalent work experience
- Strong connections with the Cleveland health and social services community
- Ability to work independently/remote and with a team
- Computer skills including Microsoft Word, Excel, and PowerPoint
- Organized with ability to pay strong attention to detail

**JOB DESCRIPTION**

Provides project support to GCARP including managing logistics; policy analysis; participating in the coalition; presenting to audiences large and small; maintaining relationships within Greater Cleveland's health and social services community.

Essential job responsibilities and results include:

- Policy analysis; tracking government funding; gathering and compiling information from public entities and service providers
- Supporting GCARP's steering committee including administrative tasks; managing logistics for quarterly public meetings
- Write reports, briefs, articles, blogs, and news releases for publication
- Maintain connection with civic leaders, public officials and professionals working on health and social service issues
- Other tasks as assigned.

The Center for Community Solutions is a permanent hybrid working environment. All employees are expected to work from their assigned office in Downtown Cleveland or off Capitol Square in Columbus at least two days per week. At this time, remote work locations must be within the state of Ohio.

Employees of The Center for Community Solutions are expected to be up-to-date on their vaccinations, including an annual flu shot and COVID-19 boosters.

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.

### **Compensation and Benefits**

Salary range: Assistant, Grade 41 \$45,000 - \$55,000

Associate, Grade 42 \$56,000 - \$70,000

The Center for Community Solutions provides generous benefits including:

- Ample paid time off including 3 personal days, at least 3 weeks of paid vacation, and 15 paid sick days annually, 11 paid holidays per year, and a week-long office closure between Christmas and New Year.
- 401(k) retirement plan with automatic employer contribution of 3% of salary plus employer match of 0.5% for every 1% of employee contribution up to 4% of salary.
- Annual budget for professional development which covers conferences, trainings, and associated travel.
- Tuition reimbursement opportunities for current students and support for employees seeking student loan forgiveness as employees of a nonprofit organization.
- High deductible health plan with employer covering 100% of the premium for the employee's coverage and a monthly contribution to a Health Savings Account on the employee's behalf.
- Main offices in Class A office buildings in central downtown location with lake views in Cleveland and overlooking Columbus Commons in Columbus. Access to building amenities including free access to the fitness center in the Cleveland.

### **HOW TO APPLY**

Please send a current resume in PDF or Word format to [HR@CommunitySolutions.com](mailto:HR@CommunitySolutions.com). Applicants should clearly indicate which position(s) they are applying to. Those who are interested in multiple positions are encouraged to submit a single application – we'll sort it out!

We strongly encourage candidates interested in the position to apply if you meet the stated qualifications, even if you do not possess every preferred skill. We are looking for the best candidate for job with the capacity to learn new skills as the position evolves.

---

## ADDENDUM: JOB-SPECIFIC DESCRIPTION

**Title: Policy Associate/ Assistant: Greater Cleveland American Rescue Plan Coalition**  
**Reports to: Director of Public Policy or Chief Operating Officer**

General statement of responsibilities: Serves as a key member of the public policy team, providing support for the Greater Cleveland American Rescue Plan Coalition through meeting planning and logistics, managing relationships, policy and public budget analysis, tracking legislation, writing blog posts, presenting in person and virtually about ARPA, and advocating with state and local policymakers.

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; 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.

Please see associated document for further description of responsibilities for Assistants and Associates at Community Solutions.

###



*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.*