



**Policy Associate/ Fellow: State Policy
January 2023**

**Position Title: Associate/ Fellow | Report to: Director of Public Policy
Classification: Exempt, 42 (Associate, \$56,000 - \$70,000)/ 43 (Fellow, \$75,000 - \$90,000)**

JOB OPENING: State Policy Associate/ Fellow

The Center for Community Solutions has an immediate opening in our Columbus office to join a high-performing team of policy professionals, working to influence state policymakers on a host of issues and to connect with organizations in the community. This person will research and analyze policy including legislation, regulation, and budgets, meet regularly with policymakers, prepare and deliver testimony, frequently contribute to Community Solutions' blog, share information about policy in an accessible manner, and collaborate with coalitions and Northeast Ohio health and human service organizations to advance policy priorities.

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 Associate or Fellow. Please see accompanying document for a description of the two levels. Candidate will work out of downtown Columbus 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 plus at least two years of experience in a similar position. Fellow increases to a Master's degree with at least five years of related experience.
- Deep understanding of state legislative and/or executive policy making processes, often obtained through work within state government or as an effective advocate/lobbyist.
- After hire, registration as a lobbyist with the Join Legislative Ethics Committee may be expected
- 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

Serves as a key member of the public policy team, providing policy analysis and project support primarily in the form of identifying and acting upon opportunities to advance Community Solutions' policy priorities at the state level.

Essential job responsibilities and results include:

- Policy analysis; track legislation and state agency decisions; attend legislative committee hearings; meet with policymakers and staff
- Identify and collaborate with key players and interested parties; participate in coalitions
- Write reports, briefs, articles, blogs, and news releases for publication; engage with the media
- Maintain connection with civic leaders, public officials and professionals working on health, social and economic policy
- 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: Associate, Grade 42 \$56,000 - \$70,000

Fellow, Grade 43 \$75,000 - \$90,000

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. 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: State Policy Associate/ Fellow

Reports to: Director of Public Policy

General statement of responsibilities: Serves as a key member of the public policy team, providing policy analysis and project support primarily in the form of identifying and acting upon opportunities to advance Community Solutions' policy priorities. Focuses on state-level policy in Ohio.

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 Associates and Fellows at Community Solutions.

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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.

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.