

**Job Title:** Communications and Policy Associate

**Reports to:** Director of Communications and Policy

**Supervises:** N/A

**Status:** Full-time, Permanent

**Location:** New Orleans, La

**Job Summary:** Reporting to the Director of Communications and Policy, the Policy and Communications Associate will provide support for Agenda for Children's communications, data collection and analysis, and policy work.

**Job Code:** R211

### **Responsibilities**

#### **1. Communications**

- Support the Director of Communications and Policy in implementing an annual communications plan across the organization
- Support the Director in the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, social media accounts (Facebook and Twitter), brochures, annual report, e-newsletters, and Agenda's website
- Update and maintain Agenda's website, including regularly posting new information (article links, stories, and events)
- Support colleagues in conducting internal program evaluations
- Support the Director of Communications and Policy in framing messages and producing periodic policy briefs, news releases, and other materials that engage decision-makers and the public in public policy responses that support the well-being of children and families
- Participate in the Annie E. Casey Foundation's KIDS COUNT Network, keeping abreast of changes in data visualization trends, secondary source data, data analysis software and platforms, and technology to increase the effectiveness of our work
- Publicize and disseminate the national KIDS COUNT Data Book and any other KIDS COUNT reports published by the Annie E. Casey foundation
- Update and maintain the KIDS COUNT pages on Agenda for Children's web site
- Attend up to two meetings of the national KIDS COUNT network each year, including the Data Institute and the Communications Institute
- Coordinate special events as needed

#### **2. Policy, Advocacy and Data Analysis**

- Identify, compile, interpret and analyze statewide and parish-by-parish statistics that document the status of Louisiana's children
- Ensure the accuracy of Agenda for Children's data products and conduct thorough error check processes
- Research policy proposals and work with the Director and CEO to advocate for them as an organization and in conjunction with allies
- Brief Agenda's network of partners and allies on policy matters through written and electronic media
- Provide background information for Agenda's communications
- Respond to data requests

- Produce, publicize and disseminate the annual “KIDS COUNT Data Book on Louisiana’s Children”
- Maintain state and parish-level Louisiana data in the foundation’s online Annie E. Casey Foundation’s online KIDS COUNT Data Center

### **3. Organizational Effectiveness**

- Support the organization’s fundraising efforts
- Support the organization on other projects as needed

### **Qualifications**

The successful candidate will have the following minimum qualifications:

- Enthusiasm for Agenda for Children’s mission and an unwavering commitment to making Agenda a high performing nonprofit organization
- Bachelor’s degree in a related field
- Knowledge of MS Office, including Excel, Word, PowerPoint and Outlook including such experiences as linking worksheets and creating formulas in Excel, conducting mail merges with Word and Excel, creating PowerPoint presentations, and managing calendars and setting up meeting requests with Outlook or Gmail;
- Experience preparing and analyzing data sets, preferably secondary data sets such as the American Community Survey
- Ability to communicate complex information clearly in writing and in oral presentations to a range of audiences
- Self-starter who takes initiative, using sound, independent judgment and discretion and seeks guidance and feedback where appropriate
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters
- Strong analytical and problem-solving skills; highly organized with concern for detail and a commitment to rigor
- Excellent verbal, written/editing, analytical, and interpersonal skills
- Strong time management skills and the ability to manage multiple projects simultaneously

### **To apply:**

Submit a resume and cover letter to [applications@agendaforchildren.org](mailto:applications@agendaforchildren.org). Please reference the Job Code(s) for the position(s) you are responding to.

**Applications accepted until positions filled.**

No phone calls please.

### **Compensation**

Commensurate with experience.

Agenda for Children is an Equal Opportunity Employer and considers all applicants on the basis of merit without regard to race, gender, color, religion, national origin, age, marital status or disability.