Children's Defense Fund-Ohio Data/Policy Associate (full-time staff position)

Children's Defense Fund (CDF) is a non-profit child advocacy organization that has worked relentlessly for nearly 40 years to ensure a level playing field for all children. The Children's Defense Fund-Ohio (CDF-Ohio) office was established in 1981. During this time CDF-Ohio has been a leading voice in Ohio advocating for children.

The Opportunity

The CDF-Ohio Data/Policy Associate will be responsible for managing a diverse array of child policy initiatives including their development, strategy, and execution. The Data/Policy Associate is a strategic thinker, problem solver, and a strong relationship builder. This role is based in Columbus; however, the work and collaborations are statewide.

The ideal candidate for this position is excited about using data and analyses to inform policy in support of positive outcomes for children and their families. Work will focus on data and research to inform policies to keep children in school, building a high quality and accessible early childhood care and education system, positive health outcomes, child hunger, etc.

This position requires strong analytical skills and proficiency with statistical methods, related programs and tools for analyses, and experience or the ability to learn and use data visualization tools/programs. Candidates must be skilled in the analysis and interpretation of survey data, and other large secondary data sets and the dissemination of study findings through written and oral communications.

Candidates must be able to work independently as well as communicate and collaborate effectively in a team environment. The successful candidate is an independent professional with strong communication, teamwork, and organizational skills with high energy to further the work that we do.

Specific responsibilities include:

➢ Use data from a variety of credible sources to further policy goals;
➢ Identify measures, perform analysis and create outputs per the request of CDF staff and as proactively identified;
➢ Determine data needed to be collected and the appropriate data resources for various policy initiatives and research reports;
➢ Track key measures and creates reports for internal use and publication;
➢ Identify data sources online, manipulate data using various applications;
➢ Create and maintain documentation about datasets, for example data dictionaries or flowcharts;
➢ Maintain and update the Ohio page of the online KIDS COUNT Data Center;
➢ Troubleshoot data-related problems;

- Interpret, summarize and present analyses in various formats including raw output, tables, graphs, and oral and written reports. This could include internal presentations as well as presentations to external partners;
- Develop and produce presentations, social media messaging, blogs, articles, fact sheets, policy papers, testimony, and press releases;
- Represent CDF-Ohio at conferences, coalition meetings, and public events;
- Contribute to writing, reviewing, and referencing for reports, presentations, publications, and grant proposals; and
- Perform other evaluation and continuous quality improvement-related duties as assigned.

Minimum Qualifications
- Bachelor's degree (e.g., political science, economics, public affairs, sociology, etc.)
- Minimum of 2 years of experience in technical analyses and data visualization; (internship, externship experience count towards this qualification)
- Excellent writing and research skills
- Highly developed attention to detail
- Organized and able to work independently – "can do!" attitude
- Strong interpersonal skills and thrives in a team environment
- Ability to travel statewide as needed
- Experience working with diverse populations
- An unwavering commitment to all children and their welfare

Desired Experience
- Master's degree or advanced degree (e.g. MA, MPA, JD, etc.)
- Understanding and experience using large data sets at the state and federal level for use in public policy analyses and advocacy
- Volunteer or work experience in child advocacy or an agency/institution serving children and families

Application Process
To apply, please submit resume, detailed cover letter, writing sample, and three (3) references by November 30, 2020 to cdfohio@childrensdefense.org

Please submit questions to this email address as well.

Salary commensurate with experience. Attractive benefits package.

The Children's Defense Fund is an Equal Opportunity Employer