



POLICY ASSOCIATE

Position Summary

Policy Associate to support the work of the Association of Community Services (ACS) Public Policy Committee (PPC) and Racial Equity Team. For the PPC, the policy associate will track legislation at the county and state level related to ACS Advocacy Priorities, work with sector leaders to draft testimony for the Executive Director and PPC chairperson review, monitor County Council agendas, and provide administrative support for the Public Policy Committee. The Policy Associate will also work with the ACS Racial Equity Team as they research the relationship between race and access to affordable housing in Howard County.

This position is a 20-hour per week, 6-month position that is grant funded.

Organizational Background

ACS is a network of 168 member organizations and community advocates from a variety of fields including health and human services, housing, the environment, education and training, and the arts. Its mission is to improve the quality of life in Howard County by making the nonprofit community stronger. Founded in 1963, ACS works to convene and connect community leaders; increase the impact and collective voice of member organizations; and empower nonprofits to more effectively deliver services through education and mentoring.

Position Requirements

Research and Writing – Proven research and analysis skills, especially for budget and legislative bills. Strong writing skills, with the ability to communicate complex issues to a public audience.

Project Management – Ability to manage multiple priorities and ensure that key stakeholders and staff are kept in the loop, high level of organization and tracking multiple issues areas, targets and actions

Effective Partnerships – ability to work effectively with internal and external stakeholders; ability to develop effective partnerships; demonstrated ability to work effectively in a team

Policy Advocacy – previous advocacy experience preferred; knowledge of policy issues that impact low-income communities; understanding of county budget process

Relevant Educational Background – Bachelor's degree required. *Graduate degree in policy, public administration, law, social work, or related field preferred*

Interested applicants should submit a letter of interest and resume to joan.driessen@acshoco.org by September 12, 2019.