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| Job Title | Policy Associate |
| Employer/ Agency | Research-to-Policy Collaboration |
| Job Description | <p>The Policy Associate implements the Research-to-Policy Collaboration model by connecting and brokering relationships between the research and policy communities. Policy Associates will receive policy training and support to fulfill the responsibilities associated with this position, which include:</p> <ul style="list-style-type: none"> • Receive training to implement the relationship brokerage model with fidelity • Act as relationship broker and build, lead, and maintain partnerships between researchers and policymakers via rapid response meetings to respond to legislative requests for research-based information • Frequently meet with legislative staff about their policy goals, priorities, and research needs • Identify and recruit research-oriented professionals with subject matter expertise into RPC's Raid Response network and coach them in policy engagement • Write, edit, and review evidence-based communication materials (fact sheets, policy briefs, op-eds, blog posts) tailored for non-academic and congressional audience • Organize panels, roundtables, or congressional briefings for policymakers • Conduct outreach with partnering organizations or those engaged in relevant advocacy activities to coordinate our response to legislative requests • Thorough tracking and reporting of activities, including detailed note-taking and use of data collection systems (e.g., meeting information) • Work alongside additional trainees affiliated with the Research-to-Policy Collaboration • Work collaboratively with other Policy Associates and team leads across projects <p>For more information on this position and Research-to-Policy: https://www.research2policy.org/policy-associate-job</p> |
| Qualifications | <ul style="list-style-type: none"> • Though not required, individuals with a Master's degree or higher, or equivalent experience, are preferred. Experience with scholarly academic literature and/or research methods is also preferred. • Applicants may have their terminal degrees from any discipline, but degrees in human development, public policy, social work, prevention science, psychology, or public health will be a particularly good fit. • Although a large portion of work is done remotely, commuting distance to Washington, D.C. is required for in-person meetings. Our team is committed to working according to public health guidelines to protect the health and safety of our employees. • Remote work requires high-quality, high speed internet connection in a home office. • Prior collaborative experience and strong interpersonal skill is required, with some policy experience preferred. <p>Skills and Traits Needed by Applicants Enthusiasm and commitment to accelerating the translation of science to policy.</p> <ul style="list-style-type: none"> • Curiosity and a generalist attitude with interest in learning about diverse social |

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| | <p>policy issues</p> <ul style="list-style-type: none"> • Experience in building and maintaining partnerships or collaborations • Strong diplomatic communication and interpersonal skills • Solid writing skills tailored for non-academic audience • A balance of independent initiative that bolsters problem solving while also approaching work with a learning attitude for mentored training in a cutting-edge, novel policy strategy • Thoughtful interpersonal communication and detailed documentation for coordination across an interactive team |
| Salary/Hours | <p>The Policy Associate will receive a competitive salary commiserate with entry level experience (\$45,000-\$53,000). This also includes full health benefits and access to university resources. Salary increases are considered during annual performance reviews.</p> <p>Positions on our team are renewed on an annual basis, contingent on performance and project funding. The current project is funded for at least two years. Review of applications will begin immediately and will continue until the position is filled. The start date is negotiable, though we anticipate this role either late 2021 or early 2022. Applicants who wish to start in the spring of 2022 are encouraged to apply.</p> |
| Employer/Agency | Research-to-Policy Collaboration |
| Address | Penn State, College of Health and Human Development |
| City, State, Zip | University Park, PA |
| Contact Person | Taylor Scott |
| Contact Title | Research Assistant Professor |
| Email Address | Jxs1622@psu.edu |
| Application Method | <p>Full consideration will be given to those applicants who completely submit all materials via email to rachel.storage@research2policy.org. A complete submission will consist of:</p> <ul style="list-style-type: none"> • Cover Letter • Resume or Curriculum Vitae • Writing Sample (preferably samples of work directed toward non-academic audience; may include samples of creative/artistic work; 1-2 samples, 35-page cumulative max) • Three references. Letters <i>may be requested</i> upon review of materials. |
| Opening Date | Immediate |

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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