

Afterschool for Children and Teens Now Coalition (ACT Now)

Position Title: ACT Now Policy and Communications Associate

Reports to: Deputy Director of Policy, Communications, and External Affairs

Location: Chicago, Illinois

Job Type: Full-Time

Position Summary: The Policy and Communications Associate will support the Deputy Director of Policy, Communications, and External Affairs with the implementation and evaluation of the Coalition's policy and advocacy campaigns. This role will source and develop necessary resources for advocacy and program facilitation for the field, help maintain above-industry standards in our communications work, and develop new, and expand upon, current advocacy trainings and/or professional development opportunities for members and Illinois youth.

Key Responsibilities

Policy and Advocacy

- Assist the Deputy Director of Policy, Communication, and External Affairs in developing, executing, and tracking policy and advocacy initiatives.
- Curate ACT Now's annual advocacy toolkits in conjunction with interns/seasonal colleagues and develop resources for the field, not limited to action alerts.
- Facilitate meeting logistics for the Policy and Advocacy Committee and legislative offices and write meeting minutes and/or notes or recaps as necessary.
- Plan, develop resources for, and execute the annual ACT Now Advocacy Day in Springfield, Illinois.
- Lead the Youth Afterschool Ambassadors initiative and develop advocacy trainings and/or professional development opportunities for members (i.e. Afterschool Advocates).
- Assist with policy and field research as needed to support the development of the Coalition's advocacy agenda and policy initiatives.
- Represent the Coalition on city- and state-level committees or working groups relate to policy development or implementation.
- Mentor interns/seasonal colleagues who concentrate on Policy and Communications work at ACT Now.

Data and Operations

- Assist with updating the map and database with program data annually with the goal of developing a policy report on the state of afterschool in Illinois.
- Collect data on best practices for communications. Compile and analyze data on the Coalition's communications initiatives to lead monthly communications team meetings and share best practices with colleagues.
- Facilitate meeting logistics with internal committees and external stakeholders. Develop meeting minutes for internal use.
- Develop, execute, and track group work plans and initiatives in collaboration with the Deputy Director of Policy, Communications, and External Affairs.

Communications

- Lead the curation of the Coalition's newsletter, e-alerts, social media content, and any design and/or content updates to the website.
- Increase visibility and represent the Network publicly, including conducting presentations and other outreach programs to diverse audiences

Qualifications & Skills

- Undergraduate or graduate degree in child and youth development, education, communications, public policy, public administration, social work or a related field
- Knowledge of and interest in after-school, out-of-school time, and youth development issues
- Familiarity with statewide policy and budget development, afterschool programs and practices, and/or grassroots organizing, preferred.
- Communications experience, and the ability to communicate effectively with diverse audiences about complex issues.
- Strong interpersonal skills, enthusiasm for working with a broad cross-section of stakeholders, and ability to motivate coalitions while helping move their work forward are critical.
- Ability to travel across the state as needed.
- Experience interacting and supporting individuals from a variety of backgrounds.
- Equity mindset

Compensation

Salary is commensurate with experience and ranges between \$50,000 and \$60,000. ACT Now offers a generous benefits package and paid time off.

Application Process

Interested candidates should submit a resume with GPA, relevant coursework, and work experience; cover letter; two writing samples; and three professional references to Emma Giamberdino (Deputy Director of Policy, Communications, and External Affairs) at spencere@actnowillinois.org by August 30, 2024, at 5:00 p.m. CST. Please include "Policy and Communications Associate Application" in the subject line. Please ensure to specify your available start day. Applications will be reviewed on a rolling basis.

ACT Now is an equal opportunity employer committed to building a diverse and inclusive workforce. We encourage individuals from underrepresented backgrounds to apply and help us create positive changes in education for all children and youth across the state.