Job Opportunity: Policy Associate

SRCD is hiring a Policy Associate. Join our dynamic team or share if you know of any strong candidates.

Position Description:

The Society for Research in Child Development (SRCD) is a professional research society established in 1933 by the National Research Council of the National Academy of Sciences. SRCD is dedicated to serving as a respected source of scientific knowledge about human development and the application of this knowledge to policies and practices for improving human well-being. Its membership of more than 5,700 scientists is representative of the various disciplines and professions that contribute to the production and use of knowledge about child development.

SRCD seeks a Policy Associate to join its Policy Team to (1) coordinate the SRCD Federal and State Policy Fellowship Training Programs, including the application and selection process and (2) assist in the production of other products, events (e.g., webinars), and activities related to bridging research, policy, and practice. The incumbent will work directly with the Director for Policy, Policy Manager, and collaboratively with colleagues across the organization (Communications Team, Meetings/Events Team, Accountant) to achieve these goals.

Major Duties and Responsibilities:

• Coordinate the operations of the SRCD U.S. Federal and State Policy Fellowship Programs, including effective planning and implementation of advertising strategies to maximize applications; a multistage selection and review process utilizing an online submission and review platform; fellows’ orientation, trainings, and monthly seminars; administrative procedures (e.g., bookkeeping,
scheduling) and record keeping; and ongoing communications with individuals affiliated with the fellowship

- Produce written content about the fellowship, including advertising materials (e.g., Spotlight on the SRCD Fellows, emails, website content, webinar slides), social media posts, and progress reports for funders

- Support the development and application of diversity, equity, and inclusion initiatives for the fellowship programs

- Provide administrative support for the University-based Child and Family Policy Consortium, SRCD’s Science and Social Policy Committee, and SRCD’s Policy Team activities, including scheduling and organizing committee meetings, serving as the staff liaison, and providing logistics support for events/activities (e.g., webinars), as needed

- Facilitate fellowship alumni and other policy-related communities’ engagement through an online professional network platform (e.g., SRCD Commons) and other products (e.g., email updates)

- Assist with the production of the monthly Policy Update e-newsletter, policy briefs, webinars, and other activities or events, as needed

- Track and evaluate performance metrics of the Fellowship Programs, the University-based Child and Family Policy Consortium, and other policy-related products for reporting and program improvement purposes

As a key member of the Policy Team, the Policy Associate will also have opportunities to learn about policymaking, implementation, and evaluation at the federal and state levels; connect with a wide range of experts in the child development field; and participate in SRCD’s collaborative work with other associations and stakeholders on Capitol Hill, including attending hearings and briefings, assisting with organizing briefings and other outreach events, and summarizing the events/activities for dissemination materials.

**Education, Experience, and Other Qualifications:**

The successful candidate will demonstrate the following:

**Education & Experience:**

**Required:**

- A Bachelor’s degree with a concentration of studies (either a major or minor) related to child development or well-being, developmental psychology, and/or child and family public policy
• Previous experience utilizing data software to track and evaluate metrics and produce graphs (e.g., Excel)

Preferred:

• Previous experience in coordinating training programs or professional development experiences
• Previous experience in organizing virtual and in-person events
• Previous experience producing advertising materials on behalf of an organization
• Previous experience in child development research or public policy

Knowledge, Skills, and Other Characteristics:

Required:

• Effective coordination and time management skills to plan for and produce multiple events, programming activities, and written products within an established timeline
• Ability to learn the new software and technology platforms quickly (e.g., webinars, video conferencing, professional network engagement platforms, application portals, Association Membership System (AMS))
• Strong written and oral communication skills to convey information clearly and concisely in a professional manner to different audiences (e.g., staff, fellows, researchers, leaders, policymakers)
• Ability to work independently as well as a team member.
• Strong data analytic and reasoning skills
• Strong attention to detail, including ability to proof-read and copy-edit carefully
• Strong interpersonal skills and a positive, professional attitude, including an ability to establish and maintain positive working relationships with staff, fellows, researchers, and policymakers from diverse backgrounds
• Strong dedication to prioritizing diversity, equity, and inclusion in SRCD’s programming and initiatives
• Proficiency in Microsoft Office Suite and Zoom

Preferred:

• Experience working with an Association Membership System (AMS)
• Knowledge of legislative and regulatory policies impacting children and families
• Knowledge of child development research
• Interest in facilitating innovative connections between research and policy

This is a full-time position in Washington, D.C. SRCD offers a comprehensive benefits package that includes medical, dental, vision, disability, and life insurance coverage. Employees receive competitive paid time off allowance and are eligible to participate in a retirement savings plan, plus a commuting expense stipend.

To Apply:

To apply, please send (1) a resume or c.v. and (2) a cover letter highlighting how your background meets the education, experience, knowledge, and skill listed for this position to hr@srcd.org. Please note that applications that do not include all the required materials will not be considered.

Application Deadline:
Applications will be reviewed on a rolling basis until the position is filled.

The Society for Research in Child Development is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, or disability.