



Safe Children, Stable Families, Supportive Communities

Position Description

Title: **Policy and Operations Coordinator** (Full-time, 40 hours per week)

Reports to: Director of Public Policy

Updated: March 2023

Public Children Services Association of Ohio (PCSAO) is a membership-driven association of Ohio's county Public Children Services Agencies that advocates for sound public policy, promotes program excellence, and builds public value for safe children, stable families, and supportive communities.

PCSAO is seeking a committed, mission-driven individual to join our team as Policy and Operations Coordinator. This position offers an opportunity to strengthen public policy research, advocacy, and communications skills in a well-respected membership association that works with the General Assembly, state agencies, and other policy makers.

Responsibilities

- Policy functions:
 - Participate and represent PCSAO on coalitions, stakeholder workgroups, and other committees as assigned and needed; identify strategic partnership opportunities through this participation;
 - Organize and maintain methods to track pending state and federal legislation and administrative rules that require review and, possible action;
 - Ensure the PCSAO membership and stakeholders are informed on public policy issues and equipped to take action when necessary; this includes regular updates through internal PCSAO communication channels (the public policy webpage, the legislative tracker, and the weekly Capitol Square Report); strategic use of public-facing communications channels (social media, updates to General Assembly and other policy makers); and assisting with presentations and webinar planning;
 - Support increasing PCSAO's profile within the General Assembly by developing and supporting legislative briefings and campaigns such as Wear Blue and the annual "ridealong with a children services caseworker" campaign; scheduling and attending legislative meetings, attending hearings, preparing testimony, and working with PCSAO's government relations firm;
 - Support the work of the PCSAO Legislative and Rules committees; assist with preparation of meeting agendas, background materials, and meeting minutes; maintain accurate committee membership lists; and summarize meetings for various PCSAO publications;

- Research emerging public policy issues, and, when appropriate, develop reports, white papers, infographics, or one-pagers; ensure PCSAO positions and materials reflect membership priorities;
- Build and maintain positive relationships with policy makers and other stakeholders.
- Operational functions:
 - Support office operations by serving on the internal Operations team, assist with organizing staff meetings and other staff gatherings, maintaining inventories and records, updating distribution lists, and other office management tasks;
 - Serve as primary frontline staff by answering telephone calls, greeting visitors, distributing mail, preparing and setting up for meetings, managing office Outlook calendar and inbox, notifying building management on maintenance issues, and maintaining organized public spaces throughout office;
 - Provide coordination and assistance with communications including collecting and organizing articles for the Weekly Update e-newsletter, internal newsletter, and Ohio START newsletter; upload documents to and maintain directories on the website;
 - Other duties as assigned.

Qualifications

- Bachelor's degree, with a minimum of one year in public policy desired;
- Ability to think strategically and creatively, anticipate future trends and consequences, and incorporate them into a plan;
- Ability to work independently within the context of a team-oriented organization, be action oriented, able to act and react as necessary, and not afraid to take charge of a situation;
- Excellent written and verbal communications skills;
- Ability to use data and information to research policy issues, and to concisely and accurately summarize findings;
- Strong time management skills and ability to multi-task and prioritize work;
- Highly organized and detail oriented; and
- Demonstrated proficiency with Microsoft Office suite (Word, Excel, and PowerPoint especially).