



# Children's Advocacy ALLIANCE

## **Position Opening: Children's Health Policy Manager**

The Children's Advocacy Alliance is seeking a Children's Health Policy Manager to implement its policy work and community engagement strategies in the area of children's health and wellness.

### **ORGANIZATION BACKGROUND**

Children's Advocacy Alliance is an independent voice dedicated to achieving public policy wins in the areas of children's safety, children's health and school readiness. The Alliance creates lasting change by tackling the biggest issues that kids and families face by:

- bringing people together to build consensus around priorities and to leverage our collective strength toward real reform;
- collecting, analyzing and sharing research and information with people who make decisions impacting Nevada's children and families; and
- building public will through education, outreach and advocacy to solve expansive and chronic problems facing kids and families.

The Children's Advocacy Alliance is committed to ensuring that every child in Nevada has the opportunity to grow up healthy, from the prenatal period all the way through their teen years. To ensure that children in Nevada grow up healthy and well, the Children's Advocacy Alliance will work toward:

- Ensuring access to high quality, affordable health care, including oral health and mental health;
- Supporting programs that provide on-time, recommended childhood immunizations;
- Ensuring access to food that supports good nutrition, including an adequate supply of fruits and vegetables;
- Ensuring that communities provide a safe place to run and play, offering ample opportunities for physical activity; and
- Improving access to high quality, and on-time, prenatal care.

### **POSITION DESCRIPTION**

The Policy Manager reports directly to the Executive Director and will oversee the Children's Health initiatives at the CAA. This includes defining policy positions, objectives and strategies on issues related to children, youth and families in Nevada, as well as coordinating statewide community engagement activities and relevant grant deliverables.

### **DUTIES AND RESPONSIBILITIES INCLUDE (but not limited to):**

- Serve as the content area expert in children's health for the CAA;
- Performs tasks involving writing reports, memos and professional correspondence;
- Research policies and investigate trends in children's health, including health insurance coverage, nutrition and physical fitness, mental health and oral health;
- Identify, monitor and analyze all relevant legislation at the local, state and federal level that impacts Nevada's children and families;
- Actively engage with the community and key partners by participating in relevant meetings, conferences, and other events;
- Coordinate, facilitate and staff a statewide coalition;
- Work with the Executive Director, Board of Directors, Communications Coordinator and community partners to plan outreach campaigns and media efforts;
- Maintain and update e-mail policy alert networks through the CAA website and client resource management tools;
- Develop advocacy materials, including issue briefs, briefing papers, and policy fact sheets;
- Create easy to read charts, graphs and interactive tools for the website that show impact;
- Assist with grant and/or report writing for funding initiatives;
- Attend meetings and conferences as required for technical assistance/professional development; and
- Perform all other duties as needed and assigned by the Executive Director.

The Policy Manager must have reliable transportation to attend meetings and events in the community and must be willing to work some nights and weekends as needed.

### **QUALIFICATIONS**

- Preferred candidates will have at least a bachelor's degree in a health or social service field, preferably public health or public policy, or a related field and will have some experience working in government, advocacy or a policy setting.
- Preference will be given to candidates with direct experience in children's health or a related field.
- Experience with MS Office software, including Word, Excel and Publisher.
- Essential qualities include: excellent communication (oral and written) and interpersonal skills; superb analytical skills; ability to multi-task and organize, focus on details and work under tight timelines.
- Experience with group facilitation and coalition building are strongly preferred.
- Ability to multitask and manage multiple priorities in heavy volume, high paced environment.
- Ability to prepare records and reports on a timely basis, and to forward reports as required.
- Ability to establish and maintain effective working relationships with Board members, employees, and all partner organizations.
- Bilingual in English/Spanish is a plus, but not required.

### **HOW TO APPLY**

The Policy Manager is a full-time position based in either **Las Vegas or Reno, NV**. Children's Advocacy Alliance offers competitive compensation, commensurate with experience, and a benefits package.

To apply please send resume, cover letter (including salary requirements) and writing sample to [Jobs@caanv.org](mailto:Jobs@caanv.org), subject line: Policy Manager - Health. This announcement will remain posted until the position is filled.

**No phone calls please.**

Children's Advocacy Alliance values diversity and is an equal opportunity employer: women, minorities, and people with disabilities are encouraged to apply. Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from Children's Advocacy Alliance.

For more information about Children's Advocacy Alliance, please see our website:  
[www.caanv.org](http://www.caanv.org)