

Job Title: Policy Analyst, Child Well-Being / KIDS COUNT Coordinator

Location: Oklahoma City or Tulsa, OK

Supervisory Responsibilities: No

Reports to: Policy Director

Job Classification: Full-Time /Exempt

The Policy Analyst / KIDS COUNT Coordinator conducts research, analysis, and advocacy on state policy issues related to the well-being of Oklahoma children and families, particularly as it relates to financial stability and race equity. This position is also responsible for coordinating their work on child well-being within the KIDS COUNT program.

Duties / Responsibilities

- Collaborate with OK Policy staff to develop, monitor and implement policy priorities related to the well-being of Oklahoma children and families, particularly as it relates to financial stability and race equity.
- Oversee all grant reporting and similar communications with the Anne E. Casey Foundation as pertains to the KIDS COUNT program; ensure that OK Policy remains in compliance with grant requirements.
- Collaborate with OK Policy staff on other policy priorities affecting Oklahoma children and families in our core areas of engagement (budget and tax, education, health care, criminal justice, economic opportunity, and racial equity).
- Help create and execute issue-based campaigns and strategies to advance OK Policy's goals with staff, coalitions, and other partners.
- Monitor news and developments in the KIDS COUNT program nationwide and develop OK Policy actions, as appropriate.
- Develop and edit quality research-based issue briefs, fact sheets, blog posts, presentations, and other materials according to OK Policy style guidelines.
- Oversee updates to KIDS COUNT data indicators.

Skills / Experience

Essential:

- Strong commitment to the mission, goals, and values of OK Policy.
- Minimum of two (2) years' experience and enthusiasm for working in a fast-paced, dynamic, high-precision, high-pressure environment with changing priorities and deadlines while maintaining an upbeat attitude.
- Self-directed, high-agency, self-starter comfortable with taking direction and providing and receiving feedback.
- Excellent written and oral communication skills.
- Ability to quickly and precisely synthesize complex topics into clear and coherent analysis.
- Expert user of Microsoft Excel, comfort with other Microsoft Office Suite programs; strong user of Google Suite.
- Comfortable and effective working as part of a culturally diverse staff and alongside diverse community partners.
- High standards of timeliness and attendance.

Desirable:

- Significant work or academic experience conducting research on policy issues affecting children and families.
- Familiarity with the Oklahoma policy environment, including public agencies, interest groups, and the state Legislature.
- Experience organizing complex projects involving a diverse group of partners and interested parties.
- Experience with R and other statistical packages.

Education:

- Bachelor's or professional degree in education policy, sociology, public administration, public finance, economics, political science, journalism, or other related field preferred, or a combination of relevant education and professional experience.

Working Conditions

- Ability to work during OK Policy's normal operating hours (8:30 – 5:00, M-F).
- Ability to work evenings and weekends, if needed, particularly during state legislative session, or to support events.
- This position is eligible for remote work.
- Position may require some travel in and out of state - typically less than 25% of working time.
- Physical effort/lifting requirements - up to 25 lbs., for lifting supplies and materials, as needed*.
- Position frequently requires the ability to sit for extended periods of time*.
- Position continually requires the ability to talk and hear both in person and over the phone*.
- Position continually requires visual acuity as well as hand and finger dexterity to operate equipment, read, and use a keyboard*

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job to the extent possible for this position.*

Compensation

OK Policy values its employees, and as such, offers a competitive total compensation package which includes cash compensation and benefits. This position is eligible to participate in the following benefits: Cafeteria Plan: including health and dental insurance, retirement plans, health savings account (HSA), flexible spending accounts (FSA), dependent care accounts (DCA), and more. This position is also eligible for paid time-off (PTO) benefits.

Salary Range: \$40,000 - \$48,000 (commensurate with experience)

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Oklahoma is an "employment-at will" state. Therefore, employment as a team member of the Oklahoma Policy Institute (OK Policy) is considered to be "at-will" and may be terminated by you or the employer at any time.

To apply

Click here to complete the job application. Along with the application, you will be asked to submit your resume with at least three professional references included, a professional writing sample, and a cover letter that includes your interest in the position, a detailed explanation of how your experience meets the qualifications and prepares you for the responsibilities outlined in the job description, a brief description of your current understanding of OK Policy's mission, any previous involvement you had had with OK Policy, and your salary expectations. **The deadline to apply for this position is January 8, 2021 at 5:00 PM (CST).**