

Policy Assistant

Note: A cover letter and resume are *required* for consideration for this position; include the cover letter as the first page of your resume. It should specifically address your interest in this position and outline particular skills and experience directly related to this position. A writing sample is also welcome, though not required. A paper completed for a course or a newsletter article would be appropriate.

Please visit our website www.srcd.org for more information about the Society.

The Society for Research in Child Development (SRCD) seeks a Policy Assistant for its Office for Policy and Communications in Washington, DC to work on a range of policy activities. This is an entry-level position.

Duties include (but are not necessarily limited to):

Preparing a monthly newsletter for SRCD members on policy developments related to children and families:

- Attend and write summaries of congressional hearings and briefings related to child and family policy, advisory board meetings of federal agencies that fund child development research, and public meetings hosted by national organizations focusing on child development research and policy
- Track and write summaries of legislation related to child and family policy in US congress
- Identify and prepare brief summaries of major reports by federal agencies related to children and families (examples include the National Assessment of Educational Progress and the report of the Interagency Forum on Child and Family Statistics)
- Identify requests for comment on federal agency strategic plans and major data collection efforts related to children and families to make sure SRCD members are aware of these opportunities for input

Assist Director of SRCD's Office for Policy and Communications in administering the SRCD Policy Fellowship:

- Coordinate ongoing communications with Fellows
- Assist in organizing orientation and monthly seminars for Fellows
- Organize outreach to encourage applications for the Fellowship
- Support activities of the selection committee for the Fellowship
- Assist in preparing reports on the Fellowship

Assist with SRCD sponsored briefings and meetings

- Handle local arrangements for congressional briefings and meetings
- Assist in preparation of materials used at briefings and meetings

Serve as staff liaison to specific SRCD committees and working groups

- Assist in planning for and running meetings of SRCD committees and working groups
- Take notes at meetings

Requirements:

A Bachelor's degree is required. Concentration of studies (either a major or minor) in child development, developmental psychology and/or public policy, and any previous experience in child development research or public policy are highly desirable. Proficiency in Microsoft Office is required. Experience working with databases and social media are highly desirable.

Strong communication skills, particularly written, are essential. Ability to work independently as well as ability and desire to function as a team member are required, as is the ability to prioritize competing duties and projects. The ability to attend to detail and review written materials carefully are essential.

This is a non-exempt position. Hourly wage will be in the \$17-\$20 range with a generous benefit package.

To apply, please send a cover letter and resume to humanresources@srcd.org.

SRCD is an equal opportunity employer.