



JOB DESCRIPTION

Title of Position: Policy/Data Analyst

Function of Position: VOICES for Alabama's Children, a leading statewide 501(c)(3) non-profit child advocacy organization, seeks an energetic and passionate leader responsible for providing leadership around all aspects of VOICES for Alabama's Children's policy and data/research. This position is responsible for the day-to-day operation of all aspects of the Kids Count Program and the stated policy positions of VOICES as it relates to child advocacy in Alabama. This staff member also serves as the legislative liaison and assures that VOICES policy position statements are brought before the legislature. The Policy/Data Analyst is responsible for monitoring critical issues that impact children in the state of Alabama, gathering and analyzing information to assist in planning, development, interpretation and review of government policy.

Classification: This is a full-time exempt position. Competitive salary commensurate with education and experience.

Essential Duties and Tasks:

Data Analyst:

- Analyzes data provided by the data acquisition consultant.
- Establishes a relationship with child serving state agencies' staff that supply the data for the Alabama Kids Count Data Project and program staff to cultivate and strengthen those relationships to benefit all the work of VOICES.
- Writes text/narratives, coordinates design and publication of annual *Alabama Kids Count Data Book*, Alabama Kids Count County Data Profiles, Legislative District Data Profiles and any other ongoing data products that should be updated annually.
- Proofs all materials/reports prior to printing.
- Makes presentations to groups sharing Alabama Kids Count information.
- Serves as liaison with other state's KIDS COUNT grantees and participates in both state and national activities.
- Serves as the spokesperson for the release of the national KIDS COUNT Data Book and other publications released by Annie E. Casey.
- Collaborates with Executive Director and contract lobbyist in creating and developing communications to increase public and policymaker awareness of the goals of Kids Count and VOICES.
- Prepares required surveys/reports to the Casey Foundation with assistance from the Executive Director and submits grants as needed for annual financial support.
- Works to improve the scope of publications.

Policy Analyst:

- Works with the Executive Director, and/or the Board, with input from VOICES' contract lobbyist as needed, and the legislature in developing child advocacy positions which VOICES will support.
- Researches and collects data and information on critical issues affecting the development and preparation of any VOICES policy position.
- Assists in coordinating and holding any grassroots meetings.
- Research, write and edit publications and correspondence with legislative offices and e-advocacy reports.
- Attends meetings and conferences of local, state, and/or national child advocacy organizations.

Legislative Responsibilities:

- Serves as a registered lobbyist for VOICES.
- Oversees and/or performs legislative tracking online through ALISON.
- Writes, coordinates design and publication of weekly legislative updates, annual Legislative Performance Report and Children's Legislative Agenda.
- Attends pertinent legislative sessions and legislative committee meetings on children and family advocacy issues and coordinates with other VOICES' staff to ensure coverage of the most important meetings/sessions.
- Works with other child advocacy organizations on legislative agenda items where we find common ground.
- Oversees the annual Child Advocacy Day event.

Other General Duties:

- Attends staff meetings on a regular basis.
- Represents VOICES' Executive Director as requested.
- Produces special reports as needed.
- Makes presentations to various groups regarding information on the Kids Count Program and VOICES.
- Performs other duties as assigned.

Position Qualifications:

- Demonstrated commitment to racial equity, inclusion, and social justice.
- College degree in an appropriate field or significant work experience.
- Ability to speak effectively before large audiences.
- Excellent writing skills and the ability to present technical information to a non-technical audience.
- Excellent computer skills, including use of PowerPoint, Microsoft Word, and Excel.
- Ability to organize and handle multi-faceted tasks.
- Knowledge of issues affecting children and families is desirable.
- Significant experience within a social science or data-driven field.
- Significant field experience in quantitative research.
- Significant experience with data and strong data management skill.
- A background in communication, data collection and methodology is a plus.
- Experience in the Alabama legislative process a plus.

Job Details:

The ideal candidate will work full-time and be based in Montgomery, Alabama. The first three months must be worked in the Montgomery office. During the legislative session, candidate would need to be in town to cover the legislative session on Tuesday, Wednesday and Thursday, at a minimum. A hybrid work situation may be considered after the initial three month probationary period.

Salary range is \$65,000 – \$80,000, commensurate with experience. VOICES offers excellent benefits, including health insurance, dental insurance, retirement, and generous paid vacation, sick leave, holidays.

How to Apply:

Send cover letter, resume, sample graphics/videos/or other related visual examples by email to: VOICES for Alabama's Children, jobs@alavoices.org

NO PHONE CALLS PLEASE