



Position Announcement
Policy Analyst/Policy & Government Affairs Team

Organization Overview

Illinois Collaboration on Youth (ICOY) is a statewide, nonprofit that shapes practice and policies and builds the capacity of member agencies so that children, youth, and families are safe, healthy and on the path to maximizing their potential. ICOY aims to **lead the way** for children and youth services in Illinois, **strengthen the network** of providers, and **improve outcomes** for children and youth. ICOY strives to accomplish its mission by developing and advancing effective public policy; helping to transform public systems to be more prevention oriented, results-oriented, and accountable. We work collaboratively with local, state, and governmental leadership to create community-based opportunities, needed services, and environments to help ensure children and families succeed. ICOY also works in partnership with other national and statewide organizations and foundations to test new ideas and approaches, provide technical assistance, and support innovation.

Job Description

ICOY seeks a motivated, strategic thinker to join our team as a Policy Analyst to support its work advancing ICOY's public policy agenda and policy projects. The position offers the opportunity to explore a wide range of policy issues including the impact of government legislation, state regulations, and oversight on the child and youth-serving systems and service providers. The Policy Analyst's work will support all aspects of ICOY's policy agenda but candidates with a background in child welfare are preferred. Under the direction of the Director of Policy and Government Affairs, the Policy Analyst will conduct program research, analyze policy, regulations and administrative data sets, and contribute to the design and preparation of technical assistance briefs and tools to realize ICOY's goal to positively influence public policy impacting children and youth and promote member advocacy. Policy issues includes an array of topics, but typically concentrate on forming state-level policy recommendations for child welfare, juvenile justice, children's behavioral health, homeless youth, community-based investments, multi-system collaboration, and to address Racial and Ethnic Disparities (RED) across systems.

Specific Duties and Responsibilities

- Summarize key research findings for internal consumption and prepare polished presentation materials appropriately tailored for targeted audiences
- Develop written recommendations pertaining to proposed policies, public hearing testimony, and regulatory comment submissions, legislative initiatives, and position papers through qualitative research and outreach to providers, members, state agencies, and other advocacy organizations
- Serve as the content contributor for communications and policy education resource development including, but not limited to the assigned policy areas
- Serve as a subject-matter resource in the areas of child welfare and multisystem-involved youth, including maintaining effective relationships with youth-serving system stakeholders, building coalitions, and staying abreast of state and federal policies in the form of law, rules, and guidance that allows for accurate research and policy analysis
- Represent ICOY and its members on policy commissions, committees, and various workgroups
- Additional duties as needed



If you were working for us, here are some things you would have done in the last month:

- *Attended Child Welfare Advisory Committee meeting and prepared a summarization for publication*
- *Attended a legislative appropriation hearing on the proposed budget for the Department of Children and Family Services*
- *Develop a call-to-action campaign using outreach software and draft language for advocates to send to their legislators*
- *Provided policy updates at Department of Human Services-contracted management meetings*
- *Attended staff meetings and member provider forums*
- *Provided technical assistance to member organizations on various policy issues*

Required Qualifications, Skills, and Experience

The successful candidate will have:

- An education and employment background in child welfare, public policy, and/or a related field with experience synthesizing data and research. Background working in a complex environment with varying partners is key
- A graduate degree (preferred) in social work, human services, public administration, public policy, or law and 2 years of relevant experience
- Preferred candidates will possess experience and expertise in independently analyzing public policy and operations in child and youth-serving system
- Familiarity and knowledge of the challenging dynamics facing public-private sector relations is preferred.
- Strong written and oral communication skills
- Ability to present policy, practice, and research information to a variety of audiences, including federal, state, and local government officials and policymakers
- Ability to work autonomously and as a member of a team
- Flexibility and an ability to work in a dynamic and fast-paced environment
- Ability and willingness to travel, work flexible hours, possess a valid driver's license, reliable transportation and auto insurance as required by ICOY
- Knowledge of computers and technology: proficient in MS Word, Excel, PowerPoint, Outlook, SharePoint and audio/visual and conference calling technology

Illinois Collaboration on Youth is an equal opportunity employer. Interested candidates should email their resumes, two 1-2-page writing samples with at least one related to public policy analysis, two references, and cover letter by **May 5, 2023** to:

Ms. Denail Timms
Director of Operations
Illinois Collaboration on Youth
dtimms@icoyouth.org

No phone calls please.