



Inspiring all girls  
to be strong,  
smart, and bold

**Girls Inc.**  
441 W Michigan St.  
Indianapolis, IN, 46202

Tel: (317) 634-7546

[girlsinc.org](http://girlsinc.org)

## Job Advertisement

**Position Title:** Public Policy Associate

**Position Reports to:** Director of Public Policy

**Location:** Washington, D.C.

**Status:** Exempt

**Background:** Girls Inc. inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, meeting the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls and address the systemic barriers that impede girls' success, particularly girls in low-income communities and girls of color.

**Overall Function:** The Girls Inc. Public Policy Office seeks a full-time Public Policy Associate to support the expansion of our national, state, and local policy and advocacy work to advance girls' rights and opportunities. The position will be based in D.C. and will report to the Director of Public Policy.

**Job Responsibilities:** The Public Policy Associate will be responsible for the following:

- Monitoring the status of federal and state legislation and proposed regulations that relate to Girls Inc. policy priorities;
- Providing analysis of the impact of federal and state legislation and proposed regulations on girls, particularly girls from low-income communities and girls of color;
- Assist in developing policy positions and recommendations;
- Draft letters, statements, policy briefs, fact sheets, talking points, and other materials for dissemination to Girls Inc. affiliates and to policy makers, administrative agencies, partner organizations, the media, and other advocates as appropriate;
- Collaborate with Girls Inc. coalition partners and coordinate efforts to further Girls Inc. legislative and policy priorities;
- Conduct policy research and provide expertise and analysis to support and encourage the development and execution of state and local advocacy by Girls Inc. affiliates and girls;

- Represent Girls Inc. at policy-related events and in meetings with congressional offices and administrative agencies as needed; and
- Support the Advocacy Outreach Coordinator and Marketing & Communications team's efforts on (1) social media messaging and action alerts; and (2) organizing briefings and government office visits for affiliates, girls, and board members or national staff; by keeping them informed of policy developments and providing up to date content.

**Qualifications:** Girls Inc. seeks candidates who excel in relationship building and have strong communication and project management skills. Candidates should be hard working, enthusiastic and flexible individuals with a passion for the rights and advancement of girls and young women.

- Bachelor's Degree required (preferably in political science/government, public policy, or women's/gender studies);
- 5-years of experience with government and/or non-profit preferred;
- Applicants must possess a commitment to honor and support Girls Inc. Values:
  - Recognize and support the strength in every girl
  - Drive for results anchored in accountability
  - Respect the dignity of each human being
  - Appreciate, embrace and advance diversity
  - Operate collaboratively
- Experience working with and representing diverse and multicultural populations
- Applicants must be:
  - Well organized;
  - Able to juggle multiple demands in a fast-paced environment;
  - Proactive, self-motivated, resourceful, and reliable; and
  - Able to work both independently and as part of a team.
- Applicants must have:
  - Excellent attention to detail;
  - Strong research skills
  - Strong writing and verbal communication skills;
  - Good strategic and critical thinking skills; and
  - Basic computer proficiency (e.g. comfortable with at least Microsoft Office, Excel, and PowerPoint).

**How to Apply:** Interested applicants may send a cover letter and resume with salary expectations by clicking [here](#) no later than June 30, 2017. No phone calls, please.

**Girls Inc. is an Equal Opportunity Employer.**