

Position Description - Project Associate, Policy and Advocacy

Springboard To Opportunities

Springboard To Opportunities is a 501(c)3 organization that connects families living in affordable housing with resources and programs to help them advance themselves in school, work, and life. We are practitioners, working on the ground and deeply embedded in community and guided by our radically resident driven model, ensuring our work is informed by the voices and wisdom of residents and implemented in partnership with them. Our hope is that residents of affordable housing recognize their power to create change in their lives, community, and the larger social structures around them and feel equipped with the tools, resources, and support systems necessary to enact that change.

We use a coaching approach that recognizes the complexity of people's lives. We value humility and ask questions before assuming we know what is right for someone else as we build trusting relationships with our residents, communities, and each other.

Project Associate, Policy and Advocacy – Overview

The Project Associate will assist the Manager of Fellowships and Advocacy in strengthening and disseminating the organization's policy priorities and supporting residents of affordable housing in developing and utilizing their advocacy skills, including owning and sharing their stories, understanding policy and power systems, and developing organizing and power building skills within their own communities. The Project Associate will help develop and create content for internal and external audiences regarding Springboard's policy priorities, supporting more inclusive policymaking practices, and other relevant issues. The Project Associate will also assist residents as they develop stories and testimonies and connect residents to local, state, and federal advocacy opportunities.

Key Responsibilities

This position reports to the Manager of Fellowships and Advocacy and is responsible for the following:

- Researches, analyzes, and closely tracks local, state, and federal action and support of Springboard's policy priorities.
- Drafts, conducts research for, and helps develop content for Springboard one-pagers, talking points, white papers, related charts, visuals, infographics, and other presentation to be used with Springboard staff, community members, and external partners.
- Develops internal documents and plans for Springboard staff to be aware of and respond to current issues and policy changes that affect the residents Springboard serves.
- Assists the Manager of Fellowships and Advocacy in developing the organization's yearly policy goals and priorities.
- Represents the organization at community and partner meetings as requested.

- Assist the Manager of Fellowships and Advocacy in arranging resident participation in local, state, and national advocacy opportunities, including media interviews, speaking at rallies/events, and testifying before legislative policymaking bodies.
- Supports Springboard residents in developing testimonies, stories, and prepared comments for advocacy opportunities.
- Assist the Manager of Fellowships and Advocacy in implementing and leading trainings on organizing, advocacy, power building, and public policy topics for residents and staff.
- Utilize Springboard's existing tools and systems to track data and other metrics as needed.
- Other duties as assigned.

Qualifications:

- Bachelor's degree or equivalent experience.
- Strong organizational skills and ability to handle logistics and administrative tasks for several different projects at one time and manage one's time effectively.
- Flexibility and the ability to respond to changing conditions with questions and curiosity.
- Knowledge and experience working with low-income families and diverse populations.
- Knowledge and understanding of public policy development and implementation, particularly related to social safety net benefits, cash-based policies, and community-driven policy making.
- Excellent writing, editing, analytical, organizational, and oral communication skills.
- Demonstrate skills in facilitation, relationship building, and collaborative planning with a strong team orientation.
- Knowledge and experience with technology including Microsoft and Google products, Canva, and data tracking systems.
- Familiarity with the Greater Jackson Area and state of Mississippi, including local community organizations and resources.

Working Conditions/Atmosphere

This is primarily a day shift position to include 40 hours a week, exempt from overtime pay. This is an in-person position and will require working from the Springboard To Opportunities office.

Salary/Benefits

A salary range of \$50,000-\$55,000 (based on experience), plus a competitive benefits package including health, dental, short/long term disability insurance, retirement, and generous time off.

To Apply

Apply at Idealist, search "Springboard To Opportunities" for all open listing or click the following link: <https://ideali.st/cvxDfW>. **Resume with Cover Letter is required.**

Springboard To Opportunities is an equal opportunity employer that does not discriminate on the basis of race, color, relation, national origin, citizenship, sex, sexual orientation, disability or veteran status.