

**POSITION ANNOUNCEMENT:**  
**Senior Policy Associate**  
*Estimated Start Date: August 18, 2008*

**Position Scope:** The Senior Policy Associate must demonstrate leadership, effective advocacy and relationship-building skills; thorough knowledge of CJC's mission, vision, values, key strategies and policy agenda; and have developed expertise in one or more content areas. The Senior Policy Associate is responsible for developing and maintaining relationships with a range of stakeholders and staffing various working groups and committees. The Senior Policy Associate will report to the Director of City Policy.

**Chicago Jobs Council (CJC)** is a membership organization comprised of approximately 100 education, employment and training providers, civic groups, businesses and advocates who support CJC's mission to ensure access to employment and career advancement opportunities for people in poverty. We carry out our mission primarily through a "working group" process, through which community-based providers and advocates meet monthly to identify issues that affect disadvantaged job seekers, and develop strategies for reforming public policies and improving local programs. CJC's work culture is based on team work, and all team members demonstrate flexibility, personal responsibility, and integrity.

In summer 2008, the City of Chicago plans to release a comprehensive **Chicago Climate Action Plan (CCAP)**, which outlines strategies for the city to pursue to significantly reduce its emissions between now and 2020. Within this plan, there will be a significant **Jobs Initiative**, designed to prepare workers for the jobs that are either created or transformed through the implementation of the CCAP. CJC will be convening and leading this Jobs Initiative, which will require the active participation of multiple city agencies and additional stakeholders, making sure that it achieves the goals established through the CCAP while also benefiting as many disadvantaged Chicagoans as possible.

**Responsibilities:**

- Ensure the CCAP Jobs Initiative is closely connected with and leverages CJC's broader citywide advocacy efforts, especially CJC's relationships with its member organizations.
- Participate in several key areas of the Jobs Initiative's work, including:
  - Helping to develop and coordinate collaborative training partnerships
  - Facilitating the development and implementation of pilot training programs
  - Managing industry-specific advisory councils developed to inform pilot training programs
  - Engaging in initiative-related research
  - Assisting with the general coordination of the initiative as well as the development of strategies, plans and special documents – always with an eye toward sustainability and greater integration with CJC's overall city advocacy goals and activities
- Coordinate relevant meetings, including:
  - Outreach and communication with meeting participants
  - Agenda development
  - Production of meeting summaries as needed
  - Policy research including identification of best practices, data collection, and analysis pertinent to meeting discussions
  - Follow-up on appropriate tasks identified by meeting participants in collaboration with the Director of City Policy and Associate Director
  - Perform follow-up activities after meetings (e.g., collect information; compile existing data and research; find answers to questions; work with Policy Assistant to coordinate any necessary meetings/efforts to continue conversations beyond the confines of the meeting).

- Evaluation of outcomes to inform future meeting
- Respond to requests for assistance from various stakeholders in a timely, effective manner.
- Develop concise and clear emails, letters, memos, meeting summaries, and other communiqués regarding CJC's work or positions, including the CCAP Jobs Initiative.
- Appropriate communication of CJC's mission, strategies, goals, and policy positions in meetings, presentations, and when representing CJC on external committees and task forces.
- Write foundation proposal and reports as assigned.
- Participate in staff meetings.
- Participate in the annual development of CJC's policy and program work plan.

**Skills and Qualifications:**

- Commitment to the advancement of CJC's organizational mission: *CJC works with its members to ensure access to employment and career advancement opportunities for people in poverty.*
- Bachelor's degree with a minimum of five years experience in public policy, legislative and/or administrative advocacy, government relations, community economic development, community organizing, urban planning, or social service programming; Master's degree in one of the aforementioned fields is preferred.
- Knowledge of public policies and programs in the areas of economic development, workforce development, sustainable development, work supports, and income supports.
- Self confidence including a belief in one's ability to accomplish a task and select an effective approach to a task or problem, confidence in one's own decisions or opinions, reflects on lessons learned from failures and successes.
- Clear, concise, and persuasive written and verbal communication skills.
- Strong critical thinking and analytical ability.
- Demonstrated ability to effectively facilitate discussions at staff, working group, committee or task force meetings as well as at focus and breakout groups.
- Public speaking experience with ability to tailor presentations to different audiences.
- Self-starting work habits (sees what needs to be done without being told) that demonstrate a clear understanding of CJC's priorities and one's own job responsibilities, while at the same time being open to receiving direction.
- Participates well in a team including listening to and respecting team members' ideas, willingness to provide backup on other team members' projects, display of adaptability when a change is made, and open to incorporating team feedback on written communications.
- Creative problem solving skills including ability to identify new strategies to achieve a goal.
- Excellent organizational and time management skills that allow for the handling of multiple and competing priorities while meeting short and long term deadlines.
- Strong interpersonal skills and ability to cultivate and sustain relationships with a diverse group of individuals participating in CJC's meetings as well as with policymakers, funders, Board members, and other stakeholders.
- Ability to think systemically and make recommendations that emphasize coordination across policies and programs.
- Proficiency with computer applications in Windows environment, especially Microsoft Office Suite applications.

**Application Closing Date:** July 7, 2008

**Salary:** Commensurate with experience, plus good benefits

**Send cover letter, resume, and a brief writing sample via e-mail to [hr@cjc.net](mailto:hr@cjc.net)** (documents should be in MS Word or PDF format).

***THE CHICAGO JOBS COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER***