



**POSITION DESCRIPTION  
POLICY FELLOW**

**Academic Year 2020/2021**

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**Chicago Jobs Council's (Jobs Council)** vision is that all people, regardless of where they start or where they've been, can access employment as a pathway out of poverty. The Jobs Council moves people out of poverty through employment using on-the-ground expertise, advocacy, and capacity building. Since it was established in 1981, the Jobs Council's membership has grown to include over 100 organizations and individuals who work together to influence the development and reform of public policies and programs designed to move people out of poverty, into the workforce and into better jobs.

**Policy Fellow Responsibilities:**

The Policy Fellow supports the Jobs Council's policy advocacy work focused on creating better access to family-sustaining employment and decreasing economic disparities experienced by people of color and women. The Policy Fellow is a valued member of the Jobs Council's policy team that helps us advance our strategic goals, including: creating equitable career pathways and skill-building opportunities through the public workforce development system; reducing systemic barriers to employment experienced by people of color and women; and ensuring that public investments in job creation and economic development benefit people who are the most marginalized in the labor market. The Policy Fellow also provides administrative support to coalition tables convened by the Jobs Council.

Project activities include:

- Compiling, synthesizing and distilling information to create advocacy materials and internal research memos, and to move projects forward;
- Conducting stakeholder engagement activities such as meetings, site visits, focus groups, interviews, and surveys;
- Providing administrative support to coalition tables (such as the Transit Table) convened by the Jobs Council;
- Participating in meetings with key city and state-level administrative entities related to a particular area of policy work;
- Educating elected officials (locally and in Springfield) including developing materials, attending meetings, attending hearings and coordinating efforts with Member organizations;
- Tracking the status of state and federal legislation that is relevant to our policy work;
- Working with colleagues to develop agendas for and facilitate meetings/events with stakeholders;
- Providing technical assistance to service providers and other practitioners including responding to information requests and helping practitioners connect with each other;

- Developing expertise on a particular workforce development policy, program model and/or population served;
- Assisting in the development of reports, blog posts, memos, and policy “white papers”.

### **Skills and Qualifications:**

- Commitment to the advancement of Job Council’s organizational mission.
- Clear, concise, and persuasive written and verbal communication skills.
- Strong critical thinking and analytical ability.
- Possesses self-starting work habits (sees what needs to be done without being told) that demonstrate a clear understanding of the Jobs Council’s priorities and one’s own 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 assistance on other team members’ projects, display of adaptability when a change is made, and openness to incorporating team feedback on written communications.
- Excellent organizational, time management and project management skills that allow for the handling of multiple and competing priorities while meeting short and long term deadlines.
- Ability to think systematically and make recommendations based on thorough research.
- Proficiency with computer applications in Windows environment and Google Suite); proficiency with (or ability to learn quickly) web-based survey tools and internal database applications.

### **Other Information**

The time commitment for this position is flexible, but ideally would include a minimum of 20-24 hours/week (3 days/week). Position includes a small stipend.

### **Application Process**

To apply to this position, please submit a resume and cover letter via <https://cjc.bamboohr.com/jobs/view.php?id=31>

The Chicago Jobs Council is committed to building an inclusive staff and strongly encourages applications from individuals of color, people with disabilities, individuals with diverse backgrounds, and those whose life experience is underrepresented in employment programs and policies.

The Jobs Council recognizes that systemic, institutional and individual racism creates disparities in the way people of color fare in the labor market. We are continuously working to review and update our practices, policies, and procedures using a racial equity lens in order to achieve more equitable outcomes for all.