



Programs and Policy Assistant (Contracted)

POSITION SUMMARY

The Center for Children & Youth Justice (CCYJ), founded in 2006 by Justice Bobbe J. Bridge (ret.), is committed to reforming Washington's juvenile justice and child welfare systems. CCYJ leads communities, our state, and the nation in empowering children and youth, stabilizing families, and strengthening communities through meaningful and lasting reform. CCYJ identifies gaps in the system, researches, develops innovative and creative solutions, and ensures that policymakers integrate these system improvements into practices and procedures. CCYJ's results are realized into state law, adopted as standing protocols by the courts, schools, and other partners; and they are developed into new interventions for at-risk, abused and/or neglected children and their families. CCYJ has succeeded in driving positive systems change for more than a decade. Following an extensive national search, our Board of Directors appointed our second President and CEO Rachel Sottile in late 2018. Our passionate staff is deeply committed to the youth for whom we advocate.

The Program and Policy Assistant will primarily provide administrative support to the Director of Programs & Policy Counsel. The Assistant will focus on the National Advisory Committee on the Sex Trafficking of Children and Youth in the U.S.'s (NAC) State Self-Assessment Survey for Washington State. NAC is requesting each state assess the extent to which it has worked to address the sex trafficking of children and youth. Governor Inslee's office delegated the responsibility for administering Washington's survey to CCYJ. The survey is an opportunity to showcase innovative and successful work and to identify areas where additional resources are needed.

This is a temporary, part-time non-benefited contracted (1099) position from September 1 - November 30, 2021. Start date and schedule are negotiable, but the contracted employee should expect to work about 20-30 hours per week. Candidates that have been system impacted (child welfare, youth criminal legal, homeless and/or CSEC involved youth) are encouraged to apply.

CCYJ'S CULTURE EMBRACES

- We are committed to a diverse, fully self-expressed workforce, representing the communities in which we serve.
- We are committed to examining our own internal structures, policies, and culture, identifying and eliminating those aspects that promulgate racism.

- Together we are transparent, accountable, respectful, and self-aware in order to foster belonging and a sense of community.
- We operate with an innovative and leading-edge mindset.
- We are purpose driven and laser sharp in the fulfillment of our mission.
- Our staff embraces a growth mindset; our development is essential to expand and grow our impact for children and youth in WA.
- We produce results, not reasons.
- We (believe) anything is possible.
- We believe everyone has something to contribute.
- We believe everything happens out of your relationship with other people.
- We are grounded in the premise that great ideas can come from anyone at any time.
- We believe people up to big things are going to make big mistakes. We own them, learn from them, and move on.
- We believe transparency is essential to a highly functioning organization.

REPORTING RELATIONSHIP

Reports to: Director of Programs & Policy Counsel

SUPERVISION EXERCISED

None

FLSA STATUS

This position is considered non-exempt under the Fair Labor Standards Act and is therefore eligible for overtime pay.

ESSENTIAL FUNCTIONS

The examples of essential functions listed below are intended as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by CCYJ as the needs of the organization and requirements of the job shift and evolve over time.

- Using the NAC survey, compile and format sub-surveys for different stakeholder groups.
- Facilitate the distribution of sub-surveys and provide follow-up communication to ensure timely completion: this will include distribution through Survey Monkey and may also include telephonic/zoom interviews and email correspondence with key stakeholders

- Coordinate and provide administrative support for meetings related to the survey: setting up technology (such as Zoom); creating and distributing calendar invites and agendas; taking notes, and managing any follow-up items.
- Compile results of the sub-survey, identify gaps, discrepancies, and follow-up items, draft the final survey, and ensure it is reviewed by designated staff.
- Track progress and “manage-up” CCYJ staff and external stakeholders to ensure the project moves along and deadlines are met.

QUALIFICATIONS: EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

EXPERIENCE

- Administrative support.
- Experience using and implementing surveys.
- Experience working with nonprofits especially those in the human services sector desired.

SKILLS AND ABILITIES

- Careful attention to detail.
- Excellent organization and interpersonal communication skills.
- Problem solving, multitasking, time management, data entry, and administrative skills.
- Self-motivated, trustworthy, attentive, and adaptive.
- Strong working knowledge of Microsoft Office, G-Suite, Survey platforms (i.e. Survey Monkey), Zoom, etc. desired.
- Willing to work on issues related to trafficking, exploitation, and sexual violence.

COACHABILITY

- Able to work in a team environment and has the courage to communicate openly and honestly
- Possess a *growth mindset*: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results
- Adaptable
- High functioning sense of humor, humility, and emotional intelligence
- Foster a culture of integrity, service, adaptability, innovation, and responsibility

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, and the ability to sit and to use a computer for significant periods of time.
- This person must speak clearly using the English language to accurately convey information.
- Generally good working conditions with little or no exposure to extremes in noises, temperature.
- Little or no safety or health hazards.
- Minimal lifting or climbing.
- Work performed in an office setting as applicable determined by activities.

COMPENSATION

The hourly wage is \$20/hour. This is a contracted 1099 position and not eligible for benefits.

TO APPLY

Please submit a cover letter, resume, and contact information to jobs@CCYJ.org.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We value a diverse workforce.