



Job Description

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| Job Title: | Senior Policy Analyst, IECMH |
| Department: | Policy Center (Infant and Early Childhood Mental Health Policy) |
| FLSA Category: | Exempt |
| FTE: | 1.0 |
| Reports To: | Director of Infant and Early Childhood Mental Health Strategy |
| Work Location: | Flexible |
| Posting Date: | August 21, 2020 |

About the Organization

Founded in 1977, ZERO TO THREE works to ensure that babies and toddlers benefit from the early connections that are critical to their well-being and development. Our mission is to ensure that all babies and toddlers have a strong start in life. At ZERO TO THREE we envision a society that has the knowledge and will to support all infants and toddlers in reaching their full potential. Our Core Values Statement: We believe that *how* we do our work is as important as *what* we do. To learn more about ZERO TO THREE, please visit our website at www.zerotothree.org.

Summary

The Senior Policy Analyst will implement ZERO TO THREE's state policy priorities by providing technical assistance to states to assist them in making improvements to policies and systems to better support infants, toddlers and their families; conducting research and developing written materials for state audiences; tracking promising state initiatives to improve outcomes for young children and families; analyzing state policies; facilitating cross-state learning opportunities; and contributing to the overall work of the Policy Center.

Essential Duties and Responsibilities

- Stay abreast of developments in, gather information relevant to and analyze information related to infant/toddler policy, with a focus on infant and early childhood and perinatal mental health.
- Track and monitor promising state policies, practices, financing and system-building efforts related to ZERO TO THREE's state policy priorities.
- Develop written materials such as policy briefs, articles highlighting innovative IECMH policy approaches and technical assistance tools for state-level audiences.
- Provide written, telephone and in-person technical assistance to policy leaders, including state agency staff, advocates, policymakers and public-private partnerships.
- Plan and facilitate cross-state meetings, webinars, conference calls, communities of practice and other mechanisms for states to advance their policy and systems work through networking and cross-state learning.
- Develop and strengthen relationships with leaders in states and partner organizations.
- Contribute to cross-team Policy Center initiatives to strengthen connections between state, federal and advocacy efforts.
- Garner visibility for ZERO TO THREE and IECMH policy issues through presentations at conferences and meetings.
- Contribute to grant proposals and reports to funders.
- Perform other duties assigned for the purpose of ensuring the efficient and effective functioning of the Policy Center.

Skills & Experience

- Minimum of ten years of relevant work experience.
- Knowledge and experience in IECMH systems and policy.
- Experience working at a state level or working within states at a national level on IECMH policies and systems.
- Experience planning, coordinating and providing technical assistance, coaching or training.
- Excellent group facilitation and public speaking skills.
- Excellent analytic and writing skills.
- Strong organizational skills and the ability to manage multiple responsibilities effectively.
- Strong interpersonal skills, including the ability to work collaboratively with individuals representing a range of backgrounds and skill levels.
- Comfortable working as a member of a remote team.
- Self-motivated with the ability to work as part of a team and independently.
- Ability to travel, including occasional overnight stays.

Essential Qualities

- Encourages and practices critical thinking.
- Is self-reflective and empathic.
- Recognizes the influence of workplace relationships on outcomes and results.
- Maintains a respectful and accepting approach to others.
- Awareness of the influence of the larger context on individual behavior.
- Collaboratively and creatively supports the work efforts of colleagues at all levels and in all areas of the organization.
- Analytical thinker able to balance thorough research, analysis, and writing with time-sensitive deadlines.
- Strong writer; able to convey information clearly to a wide range of audiences.
- Self-starter who exercises good judgment.

Education

Bachelor's degree in Public Policy, Psychology, Social Work, Early Childhood or related field required. Master's degree preferred.

Physical Requirements

While performing the responsibilities of the job, the employee is constantly required to use finger dexterity as well as sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. Also, may need to remain seated for long periods of time and have the ability to perform repetitive motions. Employee is frequently required to hold a writing instrument, and have the ability to communicate verbally. The employee may need to push or pull objects, walk, reach for objects, bend, squat, stand, or kneel. Vision abilities required by this job include close vision for data preparation or analysis, and expansive reading.

Working Conditions

The work conditions described here is representative of those an employee encounters while performing this job. The incumbent typically works indoors in a heated and air-conditioned office, with a mixture of natural, incandescent and fluorescent light with low to moderate noise levels.

How to Apply:

Interested candidates should click on the link below and submit your Resume and Cover Letter detailing relevant experience:

<https://zerotothree.applytojob.com/apply/o1P120g23J/Senior-Policy-Analyst-IECMH>

ZERO TO THREE: National Center for Infants, Toddlers, and Families is proud to be an Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individual with Disabilities