

POLICY ASSOCIATE- JOB DESCRIPTION

ACCT is a non-profit membership educational organization comprised of over 500 governing boards and over 6000 trustees who govern public community, technical, and junior colleges across the U.S. and abroad. ACCT's Center for Policy and Practice (Center) serves the community college sector through practical solutions, informed policy development and policy implementation. As part of the Public Policy Division, the Center sits between the membership and policy makers and achieves its goals through a combination of thought leadership, case studies, research and policy briefs, convenings, and supporting project design, implementation, and best-practice development through pilot efforts at ACCT member institutions. For more information about ACCT go to: www.acct.org.

DESCRIPTION:

We are seeking an eager, self-motivated achiever to join ACCT's Center for Policy and Practice team as a **Policy Associate**. Under the supervision of the AVP, Center for Policy and Practice, the Policy Associate will provide day-to-day support of an assigned grant portfolio primarily related to community college policy initiatives and will have responsibility for activities across a range of project initiatives that impact community colleges and that contribute to the Center's mission to bring policy and practice together in serving our members and students. The Policy Associate will also support ACCT's broader public policy research and advocacy activities, the government relations team, and perform other related duties as assigned to support the overall mission of the Public Policy Division and the Center for Policy and Practice.

This position is located in ACCT's Washington DC Office at 1101 17th Street NW.

This position is grant funded and contingent on continued funding by additional grant sources.

This position is part of a bargaining unit of ACCT staff represented by OPEIU Local 2.

DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- 1. Support ACCT's Public Policy Division and Center for Policy and Practice**
 - Support the research and development of new projects, project planning, and administration.
 - Develop a variety of informational materials, including public policy positions, testimony, speeches, and other presentations.
 - Support the Center for Policy and Practice infrastructure such as website, email communications, blog posts, and administrative and data activities
 - Conduct legislative research and issues analysis.
- 2. Support the continuous operation of the assigned grant/project portfolio:**

- Support the development and management of detailed project schedules and work plans
- Convene and facilitate meetings with grant/project partners
- Monitor grant/project progress and relevant grant budget categories
- Support the development and execution of reports to monitor progress toward achieving project goals and objectives
- Monitor work activities of grant partners to ensure quality and timeliness of work products
- Contribute to resources including technical assistance, one-pagers, and other content that supports the project portfolio
- Support management of grant/project activities
- Promote and communicate grant/project activities for stakeholders

3. Support ACCT's broader public policy research and advocacy activities

- Authoring/co-authoring original reports, briefs, and other content on issues of national importance for community colleges
- Support the Public Policy Division and Center for Policy and Practice infrastructure such as email communication blasts, blog posts, newsletters, and data activities
- Build and grow mutually beneficial partnerships across higher education landscape, businesses, industries, and funding organizations.
- Participate in planning and training activities for the ACCT's National Legislative Summit and Annual Leadership Congress.

4. Perform other duties as assigned.

MINIMUM REQUIREMENTS:

- Minimum of BA/BS degree and at least 1-3 years of work experience related to higher education and/or public policy; *Master's degree preferred and can count toward work experience.*
- Capable of working independently (with support and minimal supervision) and collaboratively as a team member to move project/program responsibilities forward and stay on track.
- Practical knowledge of and/or experience working in fields relevant to higher education policy or issues in the community college setting.
- Strong interpersonal skills and attention to detail to keep projects on track and on time;
- Strong oral and written communication skills; ability to present in front of both small and large audiences is required;
- Ability to work across diverse cultures, races, and socio-economic family situations;
- Ability to exercise sound judgment, initiative and maintain strict confidentiality;
- Ability to work as a team member and to deal effectively and courteously with supervisors, peers, and governmental agencies and their representatives;
- Willingness to travel as public health considerations permit.

DESIRED QUALIFICATIONS:

- Experience in project/program management.

- Able to work and collaborate with multiple partners and stakeholders to achieve shared project goals.
- Comfortable engaging with senior level officials such as college presidents and trustees, college executive administrators and deans, federal, state and local government officials and their staff, and organizational leadership.
- Strong networking, relationship building, and facilitation skills.
- Experience with research and data collection.
- Technology skills related to website management (e.g., Squarespace, Drupal), client resource database management (e.g., Salesforce)

DESIRED CHARACTERISTICS:

We are seeking a team member who brings the following:

- Self-motivated, curious, innovative, and resourceful contributor
- Strong work ethic
- Able to be flexible and adaptable to shifts within a new/developing project
- Desire to actively engage with and contribute to the project and organizational missions
- Effective communicator and problem solver
- Proactive and able to anticipate needs, respond effectively to challenges, and suggest solutions
- Interest in the mission of supporting community colleges and the communities they serve

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ACCT offers a competitive salary for this position annualized at \$63,760 – \$86,945 based on skills and experience. We also provide a collegial environment and comprehensive benefits including medical, dental, vision, life and disability insurance. We prioritize your future with access to a retirement plan and a flexible spending account. Furthermore, we offer a 37.5-hour workweek and paid time-off benefits.

ACCT is currently implementing a hybrid schedule of 4 days in the office and 1 remote day.

Please forward a letter of interest and resume to: hr@acct.org with *Center for Policy and Practice Policy Associate* in the subject line. Must pass a criminal background check and professional references check.