



Example of Public Policy Associate Job Description

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Our innovative and growing company is looking to fill the role of public policy associate. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for public policy associate

- Build and manage library of printed and electronic OPP materials, updating data points and distributing to the team as needed and appropriate
- Organize internal team meetings and professional development sessions, including quarterly in-person meetings of DC- and field-based OPP staff
- Track grant activities for the purposes of grant reports at the end of the fiscal year
- Attend policy-related events as assigned by senior leadership, to include Hill briefings and coalition/stakeholder meetings
- Conduct policy research projects as assigned
- Work with policy, government affairs and policy advocacy leadership on assigned projects and priorities
- Provide intensive juvenile justice assistance to states engaged with the project and its partners, including supporting high-quality data analysis, development of evidence-based policy options, and effective policy maker and stakeholder education of proposed policies and practices
- Facilitate working group and task force meetings with state leaders from the judicial, executive, and legislative branches, and ensure input from juvenile justice stakeholders
- Coordinate the activities of the project and external partners in the delivery of state assistance, including national and state-based stakeholder organizations and consultants
- Assist in the development and implementation of legislative and

Qualifications for public policy associate

- Analytical skills – ability to assess strengths/weaknesses of proposals and make informed recommendations
- Ability to register as a federal lobbyist
- Ability to coordinate with other disease-related organizations to build collaborative efforts
- Excellent interpersonal, verbal, and written communication skills and strong presentation skills
- Self-directed, detail oriented team player able to take initiative and work independently with only general supervision
- Outstanding organizational skills and attention to detail, including the ability to handle multiple priorities and complete multiple projects in a timely manner