



## **Position Description – Policy Strategist**

### **Springboard To Opportunities**

Springboard To Opportunities is a 501(c)3 organization that connects families living in federally subsidized housing with resources and programs to help them advance themselves in school, work, and life. We are practitioners, working on the ground and deeply embedded in community and guided by our radically resident driven model, ensuring our work is informed by the voices and wisdom of residents and implemented in partnership with them. Our hope is that residents of affordable housing recognize their power to create change in their lives, community, and the larger social structures around them and feel equipped with the tools, resources, and support systems necessary to enact that change.

We use a coaching approach that recognizes the complexity of people's lives. We value humility and ask questions before assuming we know what is right for someone else as we build trusting relationships with our residents, communities, and each other.

### **Policy Strategist – Overview**

Springboard to Opportunities seeks an experienced Policy Strategist to advance our strategic policy priorities. The Policy Strategist will assist the Director of Socioeconomic Well-being in strengthening and disseminating the organization's policy priorities, assist in developing and leading policy demonstration projects, and supporting residents of federally subsidized housing in understanding policy and power systems and developing organizing and advocacy skills within their own communities. The Policy Strategist will help develop and create content for internal and external audiences regarding Springboard's policy priorities, supporting more inclusive policymaking practices, and other relevant issues. They will also conduct research on relevant policy areas to support the writing of papers, briefs, and other articles. Springboard to Opportunities is a community-based organization and non-traditional hours (evenings, weekends, etc.) will sometimes be required to meet the needs of community members.

### **Key Responsibilities**

This position reports to the Director of Socioeconomic Well-being and is responsible for the following:

- Research, analyze, and closely track local, state, and federal actions, existing literature, and other data sets aligned with Springboard's policy priorities and other relevant policy areas as they arise.
- Draft, conduct research for, and develop content for Springboard one-pagers, talking points, white papers, and other publications and develop related charts, visuals, infographics, and other presentations to be utilized by diverse audiences including Springboard staff, residents of Springboard communities, and external partners.
- Develops internal documents and plans for Springboard staff to be aware of and respond to current issues and policy changes that affect the residents Springboard serves.
- Assist in the development, leadership, and evaluation of Springboard's demonstration projects that provide evidence for the efficacy of Springboard's policy recommendations and innovative solutions to systemic failures affecting families in federally subsidized housing.
- Assists Springboard's leadership in developing the organization's yearly policy goals and priorities.
- Represents the organization at community and partner meetings as requested.
- Build strong relationships with Springboard families utilizing best practices and techniques from grassroots organizing and base building to understand the needs and perspectives of families and support residents in their advocacy efforts and leadership development.



- Supports Springboard residents in developing testimonies, stories, and prepared comments for advocacy opportunities.
- Coordinate outreach efforts and mobilization strategies in Springboard communities to educate residents about public policy issues and provide paths for them to take action.
- Utilize Springboard's existing tools and systems to track data and other metrics as needed.
- Other duties as assigned.

### Qualifications

- Bachelor's degree or equivalent experience.
- A minimum of 5 years of experience in policy and advocacy work, particularly with a focus on socioeconomic issues and low-income families.
- Knowledge and understanding of public policy development and implementation, particularly related to social safety net benefits, cash-based policies, and community-driven policy making.
- Strong organizational skills and ability to handle logistics and administrative tasks for several different projects at one time and manage one's time effectively.
- Flexibility and the ability to respond to changing conditions with questions and curiosity. Willingness to learn, take direction, and accept constructive feedback.
- Knowledge and experience working with low-income families and diverse populations.
- Excellent writing, editing, analytical, organizational, and oral communication skills.
- Strong analytical skills and the ability to collect and analyze data. Proficiency in research methodologies.
- Demonstrated skills in facilitation, relationship building, and collaborative planning with a strong team orientation.
- Knowledge and experience with technology, including Microsoft and Google products, Canva, and data tracking systems.
- Familiarity with the Greater Jackson Area and state of Mississippi, including local community organizations and resources.

### Compensation

The starting salary range for this position is \$65-70k and will vary depending on experience.

### Working Conditions/Atmosphere

This is primarily a day shift position to include 40 hours a week, exempt from overtime pay. This is an in-person position and will require working from the Springboard to Opportunities office. There will be times where working in the evenings or on weekends may be required in order to accommodate the schedules of the residents Springboard serves.

### How to Apply

Please submit a resume and cover letter to [info@springboardto.org](mailto:info@springboardto.org) with the subject line "Policy Strategist."

*Springboard To Opportunities is an equal opportunity employer that does not discriminate on the basis of race, color, religion, national origin, citizenship, sex, sexual orientation, disability or veteran status.*