

United Voices for Children

Part-time Policy Coordinator Position Description

United Voices for Children is a coalition of congregations, agencies, groups and individuals in the Northern Illinois Conference of The United Methodist Church that speaks and acts on behalf of children, youth and families in need.

United Voices for Children was founded in 1979 and is dedicated to speak and act on behalf of children, youth and their families who lack the voice of an advocate as well as to nurture and support ministries of the Northern Illinois Annual Conference serving these children and youth.

United Voices for Children serves as:

A catalyst generating support for the NIC child serving agencies (ChildServ, MYSI Corporation and Rosecrance) Health Network) and enlisting members in the local church to become advocates, trained to speak on behalf of children and their families in their communities.

A conduit through which information and resources can flow back and forth between congregations and child-serving agencies, generating ideas for new ministries and ways that local congregations can collaborate with the agencies in implementing their services to their constituents.

Duties and Position. The duties and responsibilities of the Policy Coordinator are as follows:

HOURS: Part Time Contract Position (10 - 15 hours per week)

REPORTS TO: United Voices for Children Board President

JOB SUMMARY: Identifies and Coordinates Dissemination of Legislation impacting Children and Youth.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Collect legislative updates, reports on the condition of Illinois children, and other information to disseminate to partners and affiliated organizations
2. Working to coordinate advocacy efforts via letters, email, and social media
3. Post legislative updates to social media outlets (e.g., Facebook, Twitter, Blog & website)
4. Drafting articles for inclusion in print media, social media and other platforms
5. Helping coordinate visits by members of partner and affiliate organizations with legislators
6. Assisting United Voices for Children's Board with the preparation of policy/community meetings
7. Familiarity with Microsoft Office products (Word, Excel, PowerPoint).

EDUCATION:

College degree preferred

EXPERIENCE:

Preferably should have some experience in project coordination in a social services environment, community-based, faith-based or not-for-profit organization with some experience working with justice involved youth and/or children.

SKILLS AND QUALIFICATION

1. Must be systematic, possess organizational, interpersonal and time-management skills.
2. Must have good written and oral communication skills.
3. Must be able to work in a team environment.
4. Working knowledge of MS Office (Word, Power Point, Excel) preferred.

Vacation & Travel Reimbursement: Not applicable