



Inspiring all girls  
to be strong,  
smart, and bold

**Girls Inc.**  
441 W Michigan St.  
Indianapolis, IN, 46202

Tel: (317) 634-7546

[girlsinc.org](http://girlsinc.org)

## JOB POSTING

**Date:** September 2, 2020  
**Position Title:** Federal Advocacy Associate  
**Position Reports to:** Director of Public Policy  
**Location:** Washington, D.C.  
**Status:** Exempt

**Background:** Girls Inc. is the national organization that inspires all girls to be strong, smart, and bold, through direct service and advocacy. Our 80 local affiliates in the U.S. and Canada serve girls ages 5-18, primarily through afterschool and summer programs. We target underserved communities; 61% of the girls we serve come from families earning less than \$30,000 a year, and 77% identify as girls of color. Our comprehensive approach to whole girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. We also advocate, with our girls, for policies and practices that will help break down barriers so that all girls and young women can learn and thrive, with a particular focus on the needs of girls from low-income communities and girls of color.

**Overall Function:** The Girls Inc. Public Policy Office seeks a full-time Federal Advocacy Associate to support the expansion of our national policy and advocacy work. The position will be based in D.C. (although currently staff in the D.C. office are working remotely due to COVID-19), will report to the Director of Public Policy.

**Job Responsibilities:** The Federal Advocacy Associate will be responsible for the following:

- Identifying federal legislative and administrative priorities for the Girls Inc. network and cultivating relationships with federal lawmakers and federal agencies in advancing these priorities;
- Working strategically to build the base of individuals (social media followers, supporters, and other stakeholders) who take action in response to prompting from Girls Inc.;
- Drafting advocacy communications, including but not limited to, letters to Congress and federal agencies; blog posts, newsletter text, social media messages, and "Action Alerts" to mobilize Girls Inc. network around legislative and other priorities of the public policy office;
- Developing resources such as policy briefs, fact sheets, talking points, toolkits, and other materials for dissemination to Girls Inc. affiliates, policy makers, the media, partner organizations, and other advocates as appropriate;
- Collaborating with Girls Inc. coalition partners and coordinating efforts to further legislative and other priorities of the public policy office;
- Co-managing our national youth advisory body (Girls Inc. Teen Advocacy Council) and develop ideas for Girl-led advocacy and program expansion;
- Building interdepartmental awareness of policy efforts and departmental objectives;

- Representing Girls Inc. at events and in meetings with congressional offices and administrative agencies as needed;
- Conducting policy research and analysis as necessary to support advocacy initiatives;
- Supporting seasonal interns and other volunteers, if applicable; and
- Other duties as assigned by the Director of Public Policy.

**Qualifications:** Girls Inc. seeks hard working, enthusiastic, and flexible individuals with a passion for the rights and advancement of girls and young women. Other qualifications include:

- Bachelor's Degree;
- At least 1-3 years of professional experience (in policy, government, or nonprofit work and stakeholder engagement strongly preferred but not required);
- Experience working with and representing diverse and multicultural populations;
- Knowledge of or demonstrated interest in women's and girls' issues;
- Knowledge and/or strong interest in policymaking and legislative processes;
- Strong research, writing, and oral communication skills;
- Attention to detail;
- Strong ability to initiate and innovate new projects that align with and deepen our goals;
- Ability to work under pressure and to produce consistent, quality work in a fast-paced environment;
- Ability to manage and prioritize competing projects and tasks;
- Strong interpersonal skills and the ability to work well on a small team; and
- Commitment to Girls Inc. mission and goals, including advancing gender, racial, and economic justice.

Applicants also must possess a commitment to honor and support **Girls Inc. Values**, which are:

- Recognize and support the strength in every girl;
- Respect the dignity of each human being and demonstrate genuine care and concern for the well-being of others;
- Understand and appreciate diversity, embrace inclusiveness, and advance equity;
- Drive for results anchored in integrity and accountability; and
- Collaborate for Impact.

#### **How to Apply:**

Interested applicants should send a resume and cover letter with Federal Advocacy Associate on the subject line to [policyjobs@girlsinc.org](mailto:policyjobs@girlsinc.org) by October 1, 2020. No phone calls, please.

**Girls Inc. is an Equal Opportunity Employer.**