

Job Description – Policy Specialist/Analyst

Legal Council for Health Justice (Legal Council), located in downtown Chicago, seeks a Policy Specialist to work with its Children and Families programming to conduct policy advocacy and research, stakeholder engagement, and project management assistance for its work addressing childhood lead burden and childhood health and education disparities.

Founded in 1988, Legal Council finds legal remedies for discrimination, disadvantage, and disparities in health, equity and well-being across the lifespan of Illinoisans impacted by life-changing medical conditions. Its staff have achieved successes through direct legal representation and high impact litigation, administrative and legislative advocacy, and by providing training to and collaborating with other advocates who are working towards the same goals. Legal services are delivered through collaborative efforts with safety net providers: health and human services staff are trained to recognize patients' legal problems, and Legal Council staff serve those referred by medical partners.

Job Description: The Policy Specialist/Analyst will conduct policy research, analyses, advocacy and, reporting on early childhood programs, childhood lead poisoning prevention and intervention, and other Legal Council child health priorities.

Principal Responsibilities:

- Provide leadership to Council's work on early childhood and childhood lead poisoning prevention and intervention policy initiatives;
- Analyze regional, state and national policies related to early childhood, childhood health disparities and lead poisoning;
- Develop research reports, policy briefs, fact sheets, PowerPoints, and poster presentations relating to policy work;
- Disseminate and promote research findings and policy recommendations to stakeholders and the public;
- Represent Legal Council on appropriate committees, coalitions and task forces (e.g. Governor's Cabinet on Children and Youth Lead work groups, Early Learning Council workgroups; IL Interagency Council on Early Intervention workgroups, including the EI and Lead and Telehealth workgroup);
- Attend relevant meetings and events sponsored by partner organizations to maintain a working knowledge of evolving community needs;

- Engage with public health partners, early childhood partners, government agencies and other stakeholders to advance policies benefitting young children, particularly those with lead-exposure;
- Provide programmatic support to Legal Council lead poisoning initiatives through tracking activities, assisting in reports to funders, and managing communications with relevant parties.

Specific Job Requirements:

- J.D. or Master’s degree in early childhood education, public health, public policy, social policy, or related field, and/or 3-5 years of experience in public policy;
- Proficiency with Google Drive and Microsoft Office Suite applications including Word, Excel, Outlook, and PowerPoint;
- Excellent verbal and written communication skills;
- Strong analytical, time management, project management, and interpersonal skills;
- Ability to tailor messages and ideas to different audiences;
- Demonstrated commitment to social justice advocacy.

Preferred:

- Minimum three years of experience in public policy;
- Knowledge of early childhood health and education issues, lead prevention, and/or Early Intervention;
- Experience building partnerships across organizations;
- Presentation and/or public speaking experience;
- Experience as author of a published report.

How to Apply: Please email a resume, compelling cover letter, writing sample, and contact information for three references to Amy Zimmerman at job@legalcouncil.org with the subject line “Policy Specialist/Analyst.”

Legal Council is an Equal Opportunity Employer: People of color, women, persons with disabilities, the elderly, gay, lesbian, bisexual and transgender, and Veterans are welcomed and strongly encouraged to apply.

Timeframe and Salary: Salary and benefits commensurate with experience.

Submission deadline: Position is open until filled.