



CASE WESTERN RESERVE UNIVERSITY

Schubert Center for Child Studies

2024 Position Description

Title: Policy Research Associate

Direct Supervisor Name and Title: Gabriella Celeste, Policy Director

Job Code: 140011 Research Assistant

Position Objective

The Schubert Center for Child Studies (SCCS) Policy Research Associate (PRA) is a part-time employee who is integral to advancing the mission of SCCS through research, communications, and administrative support. The primary responsibility of the PRA is to support the policy strategy for the SCCS by providing research, as well as social media and other communications support, on relevant policy topics, such as justice-involved youth (i.e., diversion programming, youth safety, and policing), child and adolescent health (i.e., child lead poisoning prevention), child welfare and foster youth (i.e., alternative crisis response), education and school discipline practices (i.e., social-emotional learning), and other issues (i.e., safe and stable housing) as part of the policy engagement activities of the SCCS. The PRA contributes ideas and skills toward implementing a high-impact policy strategy to promote improving child well-being at the state and local levels.

Essential Functions

- Commitment to Schubert Center's mission.
- Conduct research to inform the center's policy work as assigned by the Policy Director or Director. This includes social science, best practices, article reviews, and media research, as well as research on federal, state, and local public policy (e.g., laws, statutes, regulations, bills, proposed legislation, etc.).
- Assist with research, drafting, and managing communications, including newsletters, sign-on letters, press releases, letters to the editor, e-mails, flyers, social media posts, etc.
- Assist with website and social media communications related to policy work, including keeping the website current, drafting social media posts (Facebook/Twitter/etc.), drafting blog posts, creating event pages, etc.
- As needed, assist with drafting Schubert Center memoranda and publications, including research/policy briefs, white papers/issue briefs, and other reports.
- As requested, provide background research on relevant topics, policymakers and influencers, potential speakers, and other issues.
- Assist with proofing and copyediting publications.
- Assist with creating professional presentation materials, including PowerPoints, related to policy activities of the Center.
- Attend policy-related meetings, convenings, and/or public hearings, as appropriate.
- Support Schubert Center policy-related events (e.g., set up and take down, registration, photography, tweeting, and note-taking).
- Work closely with the SCCS staff to ensure joint plans and assignments are well understood, efficiently, and accurately executed.
- Contribute to SCCS strategic planning, conversation series planning, and other center planning activities through occasional meetings and ongoing dialogue with SCCS staff. Communicate any concerns/complaints with suggestions of possible solutions.

Skills and Experience

- Excellent written and verbal communication skills. Useful writing skills include technical writing and social media experience.
- Creativity in critical thinking and initiative.
- Strong organizational skills.
- Proficiency in collecting research data and conducting social science literature reviews.
- Strong analytical skills. It is ideal (but not necessary) to also have the ability to apply research to public policy and translate research to policymakers and influencers.
- Comfortable researching federal, state, and/or local public policy or willingness to learn.
- Ability to translate public policy for the general public or willingness to learn.
- Ability to interact well with diverse populations, including faculty, staff, and community members. Commitment to anti-racism and diversity, equity, and inclusion values.

- Dependability, promptness, energy, and diligence with strong attention to detail.

Hours

Flexible schedule of 10 hours per week. Weekend and evening hours may be needed. This position could begin immediately through Spring 2025.

Location

The Schubert Center is located at the former Cleveland Hearing and Speech Building, 11635 Euclid Ave, Cleveland Hearing & Speech, Rm 120, Cleveland, OH 44106-7170

However, PRA may work remotely and from various areas as determined by their supervisor.

Application

Apply by sending mgc36@case.edu the following.

1. CV
2. A brief writing sample (no more than 5 pages), ideally on a policy-relevant issue
3. A professional reference (this may be a faculty member if very familiar with your work). Contact information is required.

The Schubert Center for Child Studies is an equal-opportunity employer. We celebrate diversity and value an inclusive environment based on mutual respect for all employees.