

# Policy Manager



Organization Texas Network of Youth Services (TNOYS)	Date March 2024
Position Title Policy Manager	Location Austin, Texas

## POSITION DESCRIPTION:

The Texas Network of Youth Services (TNOYS) seeks a Policy Manager to enhance our policy work to improve the outcomes of Texas youth and young adults (YYA) and our advocacy work done alongside our diverse network of youth-serving organizations and the YYA they serve. The Policy Manager will manage the execution of TNOYS policy and legislative advocacy and provide support on other initiatives of TNOYS' Policy strategy and TNOYS as a whole. The position works with various internal TNOYS teams and external organizations and partners to advance integrated policy issue campaigns, maximize outcomes, and promote systems change. Since 1980, TNOYS has led the charge to strengthen and support the organizations that work for and with Texas' most resilient youth and young adults to ensure their success. This work is guided by four priorities: equity and inclusion, youth voice and youth-adult partnership, research and performance-driven programming, and cross-systems collaboration. These priorities drive TNOYS' strategy to advance systems change in the following youth-serving systems: housing and homeless services, child welfare, justice, education, workforce, health and behavioral health, and victim and survivor services. **Individuals with lived experiences with these systems are strongly encouraged to apply.**

**Reports to:** Director of Public Policy

## Principal Responsibilities:

### Manage TNOYS policy strategy around YYA Homelessness

- Develop and maintain a deep understanding of YYA Health and YYA Homelessness policy and practice in Texas, including how youth health and youth homelessness intersects with the other youth-serving systems in which TNOYS works.
- Coordinate and facilitate the TNOYS-led Statewide Collaborative on Youth Homelessness.
- Represent TNOYS on local and state workgroups as they relate to homelessness, and help to ensure learnings in local communities are shared across communities.
- Develop and maintain TNOYS relationships with key stakeholders.
- Conduct policy research to support current projects and develop new proposals.
- Lead YYA participatory action research projects in collaboration with the Partnerships and Practice teams.
- Develop, and support the development of reports, policy briefs, infographics and other

policy and research collateral to support the advancement of TNOYS' policy strategy.

- Build relationships on behalf of TNOYS with key legislative offices and identify opportunities to build and strengthen relationships between TNOYS members and relevant legislative offices.
- Develop and coordinate advocacy strategies with partners and stakeholders.

### **Support other initiatives of TNOYS' policy and advocacy strategy**

- Manage the development, coordination, and execution of TNOYS Day of Action for Youth, bringing YYA and TNOYS members to the capitol to advocate in support of the TNOYS policy agenda.
- Coordinate legislative and policy updates to TNOYS membership and the youth and young adults in our network.
- Support implementation of state and federal legislative and regulatory policy changes as they relate to youth services, including educating TNOYS staff, members, and other stakeholders on the changes.
- Collaborate with the Young Adult Leadership Council (YALC) and other YYA in our network, to ensure YYA are embedded across our policy work.
- Identify and support relevant TNOYS members and YYA to contact legislators or testify in support of TNOYS policy priorities.
- Sustain and expand collaborations with local, state and national coalitions, committees, and other organizations that work across youth-focused systems: housing and homeless services, child welfare, justice, education, workforce, health and behavioral health, and victim and survivor services.
- Represent TNOYS at relevant stakeholder meetings, coalitions, and events.
- Support other TNOYS initiatives and projects as assigned.
- Manage TNOYS bill tracking and bill analysis.
- Track engagement with TNOYS members, stakeholders, and legislative offices through Salesforce.

### **Qualifications:**

- Bachelor's degree required; advanced degree(s) preferred in a relevant field such as public policy, law, social work or public health. Lived experiences can be substituted for educational requirements.
- Minimum 2 years of policy, advocacy, research, or legislative experience.
- Knowledge of or experience working in youth services, youth homelessness or youth healthcare spaces is preferred.
- Demonstrated understanding of the legislative process.
- Demonstrated experience with grassroots and grassroots coordination and campaigns.
- Ability to build effective and strategic partnerships with a wide range of partners

(public sector, private sector, plural sector, etc.).

- Comfortable in a remote work environment.
- Excellent oral and written communication skills & excellent organizational and time management skills.
- Strong interpersonal skills and ability to work in a team environment.
- Ability to manage several tasks/projects concurrently and prioritize work effectively.

## **Salary & Benefits:**

Competitive annual salary of \$50,000 - \$64,999 annually, depending on qualifications. Comprehensive benefits package, including medical and dental coverage, and generous vacation, etc.

## **How to Apply:**

To apply, please send a resume and cover letter to [resumes@tnoys.org](mailto:resumes@tnoys.org) and write "Policy Manager" in the subject of email. The proposed start date of the position is May 1, 2024 or earlier if possible. Applicants will be screened on a rolling basis and interviews will be scheduled as qualified applicants are identified. **The final date to submit your application is March 25, 2024.**

## **About TNOYS:**

TNOYS works to strengthen services and support for Texas youth and families to help them overcome challenges and achieve healthy development. We work with young people across Texas to center their voices in the policies and programs that most affect them. Our network of members share a vision of Texas where all youth and young adults are valued, their strengths are recognized, their voices are heard and respected, and they have access to the resources, opportunities, and support they need to meet their goals.

*TNOYS is an equal employment opportunity employer and strongly encourages diverse candidates to apply. TNOYS does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.*