

SAFER FOUNDATION
VACANCY ANNOUNCEMENT
July 22, 2011

All positions are Full-Time (40-hours/week) and located in the Chicago Metropolitan area unless otherwise specified. Applicants should submit updated resume via URL address link listed in the posting.

Title: **Policy, Research & Project Management Associate**
Program: **Public Policy and Community Partnerships**
Location: **571 W. Jackson Blvd, Chicago, IL**

To submit a resume and apply for this position, please click:

<https://home.eease.adp.com/recruit/?id=779841>

Please note: After you "submit" your application, you will receive an e-mail acknowledging receipt.

JOB DESCRIPTION:

The Policy Associate is responsible for supporting the President/CEO through research analyses and writing articles, reports and presentations on relevant issues as well as coordinating specific projects developed through the President's office.

- Conceptualize, draft, edit and finalize an extensive variety of technical and involved documents
- Create and develop correspondence, presentations, speeches and articles
- Research and develop policy statements and action plans to accomplish Safer's goals
- Monitor trends and issues affecting Safer and present issues to Senior Management as appropriate

QUALIFICATIONS:

- 3 - 5 years experience in research and project management
- Advanced computer knowledge in MS programs (Word, Excel, PowerPoint and Access)
- Must be extremely detail oriented in composing, preparing and proofing materials
- Must have excellent communication skills

ACADEMIC BACKGROUND:

- Master's degree in Public Policy or Public Administration preferred

(Open: 7-22-2011)

Safer Foundation is a drug-free workplace.

EOE/AA/M/F/D/V