



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Global Policy Coordinator
Department:	W.E.B. Du Bois Southern Center for the Study of Public Policy Department of Political Science
Reports To:	Executive Director

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential function for the position. It is understood that other related duties may be assigned.

General Function

The Global Policy Coordinator (GPC) will play a pivotal role in shaping and driving the global policy agenda of the W.E.B. Du Bois Southern Center for the Study of Public Policy, reporting directly to the Executive Director. This dynamic position requires a strategic thinker with a strong research background, exceptional communication skills, and a passion for fostering impactful policy change. The GPC will lead the development and execution of global policy initiatives through rigorous research, innovative programs, impactful conferences, and meaningful community engagement. This role involves mentoring graduate students in policy analysis and research, translating complex findings into actionable recommendations for diverse stakeholders, including government officials, corporations, academic institutions, and community groups.

Examples of Duties & Responsibilities:

- **Strategic Leadership:** Spearhead the development, implementation, and ongoing refinement of the Center's global policy agenda, ensuring alignment with its overarching mission and goals.
- **Research & Analysis:** Conduct in-depth qualitative and quantitative research on critical global policy issues, particularly those relevant to the African Diaspora. Produce high-quality written materials, including comprehensive reports, concise issue briefs, compelling articles, and persuasive op-eds, effectively communicating research findings to a broad audience.
- **Partnership & Collaboration:** Cultivate and manage strategic collaborations with a diverse range of partners, including community organizations, influential think tanks, and relevant government agencies, to amplify the Center's global policy impact.
- **Policy Promotion & Outreach:** Collaborate with the Executive Director to develop and execute a comprehensive outreach strategy to disseminate the Center's policy initiatives. This includes creating impactful materials such as policy briefs, Black



papers, detailed reports, informative fact sheets, and scholarly publications that showcase current programmatic work and policy recommendations.

- *Stakeholder Engagement:* Build and nurture strong, productive relationships with key stakeholders in the global policy arena, including non-governmental organizations, intergovernmental bodies, policymakers, and funding organizations.
- *Information Dissemination:* Proactively keep Du Bois Policy Center staff informed of significant news, emerging trends, and critical events related to relevant global policy debates.
- *Executive Liaison:* Serve as a key point of contact and liaison between the Executive Director and external stakeholders and partners, facilitating effective communication and collaboration.
- *Community Building:* Establish and maintain robust global working relationships with community stakeholders and students to actively promote and expand the Du Bois Policy Center's community outreach and engagement in public policy initiatives.
- *Capacity Building:* Lead efforts to enhance the Du Bois Policy Center's capacity for grassroots public policy advocacy through targeted stakeholder education, training programs, grant writing, and the provision of essential information and support, both directly and indirectly.
- *Graduate Fellow Mentorship:* Ensure graduate fellows receive meaningful opportunities and necessary information to contribute effectively and knowledgeably to the Center's policy research goals and strategies.
- *Convening & Facilitation:* Organize and lead meetings and conferences focused on specific international policy initiatives, ensuring appropriate representation from relevant members and community partners.
- *Reporting & Evaluation:* Collaborate with the Executive Director to develop comprehensive annual reports detailing public policy efforts, outcomes, and impact, effectively communicating the Du Bois Policy Center's achievements and goals to the community, stakeholders, and partners.

Knowledge, Skills, and Abilities:

- Exceptional proficiency in conducting rigorous research, crafting compelling written materials, and meticulous editing.
- Deep understanding of international systems and government policy, with specific expertise in issues affecting the African Diaspora.
- Demonstrated ability to effectively manage multiple tasks and projects in a dynamic, fast-paced environment.
- Strong proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and social media platforms, with a working knowledge of general office practices and methods.
- Proven ability to organize work efficiently, conceptualize and prioritize objectives, and exercise sound independent judgment within organizational guidelines.
- Superb time management skills with the ability to effectively prioritize and balance competing demands in a deadline-driven environment.
- Outstanding written and oral communication skills, with the ability to articulate



complex ideas clearly and persuasively to diverse audiences.

- Proven ability to build and maintain strong, collaborative relationships with partners and stakeholders from diverse backgrounds
- A demonstrable track record of achieving superior results while maintaining a positive and collaborative attitude within a team-based environment and with external partners.
- Excellent responsiveness to email and phone communications.
- Highly motivated self-starter with strong program design and project management skills, including the ability to conceptualize, plan, and execute initiatives independently.
- Strong appreciation and value for HBCUs and their vital mission for conducting research on African and African American communities.

Minimum Hiring Standards

Education	A terminal degree (Ph.D. or J.D.) in political science, law, public policy, public administration, or other relevant social science field.
Years of Experience	A minimum of 5-7 years of relevant academic (university/college) and/or public policy (non-profit or government) experience, demonstrating increasing levels of responsibility and impact.

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer

To Apply:

A complete application must include a letter of application, curriculum vitae, and the names and contact information (including email and phone) of four professional references. Please send all materials as a single attachment to edduboispolicycenter@cau.edu.

Applications will be accepted until June 15th, 2025. Interviews are anticipated to take place in late June 2025, with a hiring decision expected by early-July 2025. The anticipated start date for this position is July 15th, 2025.