



**Early Learning Policy Associate
Job Description
Temporary Hire: October - December 2017**

The Early Learning Policy Associate advocates for racially equitable early learning policies at the state and federal levels. This position also provides overall administrative and program support to the Children's Alliance policy staff, with a focus on the early learning work of the Children's Alliance. The position reports to the Early Learning Policy Director.

This is a full-time temporary position based in the Seattle office. The position will run through December 31, 2017. Desired start date is as soon as possible. Ability to work a flexible schedule is occasionally required, with the possibility of some evenings or weekend availability required. Compensation is at the rate of \$27/hour.

As a temporary position, it does not include full insurance and leave benefits, but does provide limited sick and family leave.

Major Responsibilities:

- Support early learning policy development and advocacy activities of the Children's Alliance
- Assist Children's Alliance staff in implementing the activities and strategies of the Early Learning Action Alliance
- Maintain policy materials and update information posted online
- Prepare notes from policy meetings, including Early Learning Action Alliance (ELAA) meeting
- Lead coordination of coalition event logistics
- Schedule/coordinate key meetings with policymakers, staff, and/or community partners
- Proofread documents
- Provide administrative support, including scheduling assistance, to Deputy Director
- Provide administrative support to the Early Learning Action Alliance
- Other duties as assigned

Desired Qualifications:

- Understanding of how early learning can close the opportunity gap facing children in low income families and children of color
- Advocacy experience
- Knowledge of early childhood development and research related to quality early learning settings
- Ability to be self-motivated and work autonomously
- Excellent oral and written communications skills, including computer proficiency and social media experience
- Excellent relationship skills and teamwork
- Experience providing administrative support
- Outstanding attention to detail
- Commitment to the mission of the Children's Alliance and passion for and interest in furthering the work of a child advocacy organization

Please submit letter of interest and resume to job@childrensalliance.org by Friday, October 13, 2017.

The Children's Alliance is an equal opportunity employer working toward a diverse and culturally competent workplace.