



## CHILDREN'S ALLIANCE

*A Voice for Washington's Children, Youth & Families*

# Pre-K Policy Associate

## Job Announcement, December 11, 2017

The Children's Alliance Pre-K Policy Associate contributes to the organization's public policy advocacy related to early learning. This work is focused on growing and improving the state's Early Childhood Education and Assistance program as a key strategy to close the opportunity gap facing children in low-income families and children of color.

The position is a member of the policy staff and reports to the Early Learning Policy Director. This is a full time position at 37.5 hours/week. Health, dental, and other benefits included. The salary is \$44,000/year. Desired start is January 2018.

### **Major Responsibilities:**

- Track and analyze policy options and best practices associated with expansion and implementation of state Pre-K programs and other early learning policy areas as needed.
- Represent the Children's Alliance at select workgroups convened by the Department of Children, Youth and Families associated with expansion and implementation of state Pre-K (ECEAP)
- Participate in learning communities and other education opportunities convened by national partners associated with expansion and implementation of state Pre-K.
- Develop and disseminate written materials.
- Work with staff to develop and implement communications and mobilization strategies.
- Work with staff to develop and implement advocacy strategies to advance Children's Alliance early learning policy and investment priorities.

### **Qualifications**

- Knowledge of early childhood development and research related to quality early learning settings, including Pre-K.
- Understanding of early childhood development, racial and ethnic equity, and child outcomes
- Knowledge of early childhood program implementation, including Pre-K.
- Understanding of how early learning can close the opportunity gap facing children in low income families and children of color
- Legislative and/or electoral advocacy experience
- Experience working with diverse communities and commitment to diversity and equity
- Proven ability to work effectively with a variety of people and public and private organizations
- Ability to be self-motivated and work autonomously

- Excellent oral and written communications skills, including computer proficiency
- Excellent relationship skills and teamwork
- Outstanding attention to detail
- Experience applying a racial equity lens to policy
- Commitment to the mission of the Children's Alliance and passion for and interest in furthering the work of a child advocacy organization

**Requirements:**

- Flexible hours, including evening and weekend work as needed
- Out of office work for meetings and events several times per week
- National travel 2-3 times/year

**Please fill out our optional affirmative action form (<http://bit.ly/AAform4Wakids>) and submit letter of interest and resume to:**

Pre-K Policy Associate, Children's Alliance

718 6<sup>th</sup> Ave S.

Seattle, WA 98104

FAX 206.325.6291

EMAIL [job@childrensalliance.org](mailto:job@childrensalliance.org) with PreK in subject line (**email is preferred**)

*Resumes will be accepted until the position is filled. Children's Alliance is an equal opportunity employer working toward a culturally diverse and competent work place.*