



CHILDREN'S ALLIANCE

A Voice for Washington's Children, Youth & Families

Job Announcement **Policy and Advocacy Associate**

Posted: January 4, 2018

The Children's Alliance Policy and Advocacy Associate is a dynamic position. This position involves a diverse range of work in several policy areas and in advocacy, with specific activities in digital communications. The Policy and Advocacy Associate assists the Children's Alliance to actively respond to opportunities for advancing positive, racially equitable child and family policies at the state level. This position reports to the Children's Alliance's Deputy Director and is a member of the organization's policy staff.

This position is based in Seattle. This is a short term, hourly position through December 2018 with a flexible schedule. Some evening and weekend availability is required. While the hours are flexible, the requirements of the position will require a full time (37.5 hours/week) work hours at least from hiring through April 2018. Compensation is \$31/hour. As a temporary position, health, dental, and retirement benefits are not provided.

Major responsibilities:

- Provide public policy advocacy support on a range of child and family policy issues—this includes but is not limited to policy monitoring and implementation of activities for children's health, early learning, child hunger and nutrition policy, and others as needed
- Support Children's Alliance convened committees, including materials development, meeting preparation, and follow up
- Implement digital advocacy tactics including preparing and launching email blasts and online actions
- Support advocacy campaigns through updating database with records of members' advocacy activities, interests and expertise
- Event support including assisting with materials preparation and logistics.
- Miscellaneous tasks as needed
- Provide administrative support to Deputy Director, including calendar and office support

Qualifications:

- A minimum of two years experience in public policy advocacy

- Ability to work effectively in multiple arenas, on a range of tasks and levels
- Passion for and interest in supporting the work of a child advocacy organization
- Experience with racial equity and commitment to undoing institutional racism
- Excellent written and oral communications skills
- Experience with Phone2Action and MailChimp, or experience with other digital advocacy and communications tools and ease with learning new technologies
- Experience with Salesforce other database/constituent relationship management tools and ease with using and learning new database tools
- Ability to work independently, ask for support when needed, and work collaboratively across teams
- Persistence and resourcefulness
- Excellent organizational skills, attention to detail, and ability to simultaneously handle multiple tasks

Please fill out our optional affirmative action form (<http://bit.ly/AAform4WAKids>) and submit letter of interest, resume, and three references (one of which must be a current or past supervisor) to jon@childrensalliance.org.

Candidates encouraged to apply ASAP. Children's Alliance is an equal opportunity employer working toward a culturally diverse and culturally competent workplace.