



CHILDREN'S ALLIANCE

A Voice for Washington's Children, Youth & Families

Early Learning Coalition Manager

Job Announcement, March 5, 2018

The Children's Alliance Early Learning Coalition Manager implements the organization's convening of partners to improve early learning outcomes for children. Our convening of partners is in the context of early learning 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. Health, dental, and other benefits included. The salary is \$48,000/year. Desired start is April 2018.

Major Responsibilities:

- Coordinate all aspects of the [Early Learning Action Alliance](#), including strategy, meeting agendas, convening meetings/events, and follow-up activities.
- Implement advocacy and communications strategies that will increase access to high-quality early learning
- Maintain and grow effective partnerships with coalition partners and early learning stakeholders
- Assist partners to monitor and ensure effective implementation of early learning policies
- Assist Early Learning Policy Director with administrative tasks and fund development needs and opportunities
- Participate in organizational activities such as staff work groups, membership meetings, fund development, trainings, etc.

Qualifications

- Proven ability to work collaboratively with partners and in coalition settings involving a diverse range of perspectives, people, and public and private organizations;
- At least two years of public policy advocacy coalition experience
- Appreciation for the inherent expertise in communities that face disparities
- Strong meeting facilitation skills
- Excellent oral and written communications skills
- Excellent event planning skills
- Understanding of how early learning can close the opportunity gap facing children in low income families and children of color
- 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 work nimbly, seize opportunities, and respond to challenges
- Excellent relationship skills and teamwork

- Computer proficiency and social media experience
- 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
- Ability to be in Olympia (1 day/week) during the state legislative sessions

Please submit letter of interest, resume, and affirmative action form (optional) available at <http://www.childrensalliance.org/jobs>

How to apply:

EMAIL job@childrensalliance.org with ELCM in subject line (email is preferred)

Mail:

ELCM

Children's Alliance 718 6th Ave S. Seattle, WA 98104

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