



**CHILDREN'S ALLIANCE**

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

## **Early Learning Policy Specialist (infant/toddler focus)**

**Job Announcement, March 5, 2018**

The Children's Alliance Early Learning Policy Specialist manages and implements the organization's public policy advocacy related to the well-being of infants, toddlers and their families and caregivers. Our work on infant/toddler advocacy and policy 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 \$50,000/year. Desired start is April 2018.

### **Major Responsibilities:**

- Develop and advocate for state and federal early childhood policies related to infants and toddlers and their families and caregivers
- Advocate administratively for effective policy implementation focused on advancing racial and ethnic equity
- Develop and implement legislative, communications, and mobilization strategies, in alignment with Children's Alliance value of achieving racial and ethnic equity
- Represent the Children's Alliance externally in infant/toddler policy venues
- Convene and facilitate collaborations, including building and maintaining relationships with organizational partners, funders, policymakers, state agency staff, and a wide range stakeholders
- Work with partners to develop and implement a policy and advocacy agenda
- Work with a variety of state and national partners on policy development and advocacy
- Develop and disseminate written materials
- Contribute to fund development, including grant planning, writing, and reporting and other strategies
- Participate in organizational activities, such as staff workgroups, membership and community meetings, fund development, trainings, etc.

### **Qualifications**

- Significant understanding of how infant and toddler development can close the opportunity gap facing children in low income families and children of color
- At least three years of early learning policy and/or advocacy experience

- Strong analytical and policy planning skills, including a general understanding of the political and legislative processes in Washington
- Appreciation for the inherent expertise in communities that face disparities
- Proven ability to work collaboratively with partners and in coalition settings involving a diverse range of perspectives, people, and public and private organizations
- Experience advocating administratively for effective policy implementation
- Experience working with diverse communities and commitment to racial and ethnic equity in process and outcomes and undoing institutionalized racism
- Experience integrating expertise of people directly affected by public policies into policy development and policy advocacy
- 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 oral and written communications skills, including group facilitation, persuasive communications, and public speaking and presentations
- Computer proficiency and social media experience
- 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

**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
- Ability to be in Olympia (1-2 days/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](mailto:job@childrensalliance.org) with ELPS in subject line (email is preferred)

**Mail:**

ELPS

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.*