Policy and Advocacy Associate
JOB ANNOUNCEMENT
November 26, 2019

Children’s Alliance is hiring a Program Associate to assist with a variety of programmatic and policy advocacy responsibilities, with specific activities in digital member engagement. This position assists the Children’s Alliance in actively responding to opportunities for advancing positive, racially-equitable child and family policies at the state level.

This position is based in the Seattle office. Ability to work a flexible schedule is required, with some evenings and weekend availability required. This position reports to the Children’s Alliance’s Program Director and is a member of the organization’s policy staff. This is a full-time, salaried position at $50,000/year; health, dental, and other benefits are included. People of color, women, and LGBTQIA+ individuals encouraged to apply.

Major responsibilities

Public Policy
- 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.

Advocacy, Communications, and Mobilization
- Implement advocacy tactics for digital and traditional grassroots advocacy, membership engagement and retention, and field mobilization.
- Collaborate with staff to ensure strategic tracking and use of database to advance advocacy campaigns.
- Support mobilization and community engagement of members throughout the state through leadership development, advocacy trainings, and events.
- Support the creation of racial equity-based, advocacy-focused communications that maintain clear and consistent branding across policies and platforms.

Administrative Support
- Provide administrative support to the Program Director and Policy Staff.
- Support grant submission and reporting processes.
- Support internal meetings through calendaring, materials development, and follow up.
Miscellaneous

- Participate in organizational activities such as staff workgroups, membership meetings, training, and professional development.
- Contribute to organization’s commitment to Undoing Institutionalized Racism in policy and practice.
- Contribute to organization’s culture of philanthropy by participating in fund development and network building activities.
- Other duties as assigned.

Required qualifications

- A minimum of one year of experience in public policy advocacy, advocacy-based non-profits, providing administrative support, and / or related experience.
- Knowledge of the effect of racism on child outcomes and public policy.
- Ability to work in a dynamic environment, in multiple arenas, on a range of tasks and levels.
- Ability to support a team leader and a team of approximately 10 members.
- Ability to project manage in a collaborative fashion – including managing up.
- Passion for and interest in supporting the work of a child advocacy organization.
- Excellent written and verbal communications skills, with a preference for advocacy-oriented writing skills.
- Experience with digital advocacy and communications tools and ease with learning new technologies.
- Ability to work independently, ask for support when needed, and work collaboratively.
- Persistence and resourcefulness.
- Excellent organizational skills, attention to detail, and ability to simultaneously handle multiple tasks.

Preferred qualifications

- Experience engaging people in digital and grassroots public policy advocacy.
- Experience with Phone2Action and Mailchimp.
- Experience with Salesforce, or experience with similar constituent relationship management tools and ease with using and learning new database tools.

Please submit letter of interest, resume, and optional affirmative action form to job@childrensalliance.org with “Policy and Advocacy Associate” in the subject line.

For best consideration, candidates encouraged to apply ASAP as applications are rolling. Deadline to apply is December 16th, 2019, or until position is filled.

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