



Child Care Aware of Washington Job Description

Position Title: **Advocacy and Policy Coordinator**

Reports to: Director of Government Relations

Employment Status: Full-time

FLSA Status: Exempt

Summary Description of Position: The Child Care Aware of Washington Advocacy and Policy Coordinator will support the Director of Government Relations to develop and implement the campaign for universal access to early care and education and provider living wages. This position will play a critical role in mobilizing the child care field and supporting legislative activities of the organization in order to enact changes at the state and federal levels.

Internally this position works closely with the CCA of WA Advocacy, Communications, and Engagement (ACE) Team. Externally the Advocacy and Policy Coordinator supports the Early Educator Design Team and the six regional Child Care Aware programs and their Advocacy Leads with recruitment, training, support, and coordination of local child care advocates. The Advocacy and Policy Coordinator is also expected to work with CCA of WA partners and policymakers on the local, state, and federal levels to advance the policy priorities of the child care system.

We are looking for someone who is eager to roll up their sleeves and dive in to this exciting and once-in-a-generation work. Prior experience in child care/early learning advocacy is a plus but not required, but a strong commitment to the mission of the organization is.

Agency Competencies and Skills Required for this Position:

- Ability to build strong working internal and external relationships
- Demonstrated commitment to racial equity
- Proficiency tracking and coordinating multiple activities and engagements statewide
- Ability to work effectively under pressure while being responsive to customers
- Excellent organization skills
- Proficiency in writing, materials development, Excel proficiency
- Emerging policy analysis skills
- Ability to effectively communicate with a diverse group of stakeholders.
- Ability to take ideas to action, meet deadlines and manage projects to completion
- Ability to synthesize and prioritize multiple perspectives
- Innovative in developing solutions
- Collaborative style with respect for diversity
- Ability to manage change in a dynamic environment
- Ability to analyze, interpret, evaluate and organize complex data and create reports and policies.

Essential Functions:

Advocacy and Mobilization Responsibilities

Advocacy and Policy Coordinator Position 2



- Recruit, train, support, and deploy child care advocates to local community policymakers throughout the state of Washington.
- Develop and execute community-based advocacy trainings and forums, ensure that communities farthest from opportunity are prioritized for engagement.
- Tailor community engagement to ensure effective mobilization, particularly with communities who do not represent white dominant culture.
- Build relationships with CCA of WA advocacy partners to expand our advocacy reach.
- Work with parents and child care providers to ensure that policy development and advocacy activities reflect and are informed by the reality on the ground.
- Produce community-based events working with local regional leadership when appropriate to build awareness/support for the Campaign.

Policy/Legislative Responsibilities

- Conduct research analysis and make recommendations on Congressional legislative initiatives, including synthesizing national partner analysis of bills and budget proposals. Support coordination with Washington's federal delegation state offices.
- Support the Political Communications Manager in development of communications materials about CCA of WA's legislative priorities.
- Assist with preparing briefings, legislative memos, testimony, correspondence, position/discussion papers, presentations and related materials for legislative committee hearings, workgroups or other similar meetings.
- Help produce Campaign lobby days in conjunction with partner organizations.
- Conduct research, analysis, and make recommendations on Washington State legislative and policy issues to the Director of Government Relations.

General function requirements:

- Support development and maintenance of Campaign project management tools.
- Internal and external meeting coordination, agenda development, and logistics support.
- Manage translation and interpretation needs of Campaign activities.
- Support with funder reporting requirements on Campaign activities.
- Other duties as assigned.

Work Experience and/or Training:

- Experience mobilizing advocates and communities to build community-driven movements.
- Effective project management skills.
- Strong group facilitation skills, both in-person and virtually.
- Demonstrated ability to build effective collaborative working relationships with stakeholders and external partner organizations.
- Experience with engaging and supporting oppressed communities and populations with the goal of empowering their voice. Possess a collaborative style with respect for diversity.
- Experience with engaging policymakers directly.
- Excellent verbal, written and interpersonal skills, including remote communication skills and demonstrated experience working with the public.
- Familiarity with Washington's child care system.
- Education in Early Childhood Education or related field, including experience working in the early learning space is preferred.
- Fluency in a language other than English is a plus.
- Willingness to work some evenings and weekends, especially during legislative session, and willingness to travel across the state to meet with communities. Commensurate flex time off available.



SALARY RANGE:

Grade 5: \$61,800 to \$77,200 per year

NEXT STEPS:

Submit cover letter and resume to: Genevieve Stokes, Director of Government Relations c/o genevieve@childcareawarewa.org. Position open until filled, but preference will be given to applications received by January 26th, 2024.