



Position Title: Education Policy Associate

About Children First

Children First (formerly Public Citizens for Children & Youth, PCCY) is a private nonprofit organization dedicated to improving the lives and chances of children through thoughtful and informed advocacy. Children First is a fast-paced child advocacy organization that uses research, people power, and coalition building to create the momentum for reform of public policies that enable more children to grow up healthy, well-educated, and ready to take the reins of their communities.

Position Summary

We are seeking an outgoing individual to join the policy team to provide operational support for its advocacy, policy, programmatic and digital engagement initiatives. The Education Policy Associate will work closely with the K-12 and ECE Policy Directors, and Suburban Field Senior Manager to grow the base of stakeholders throughout the region and support the work of education funding campaigns, equity initiatives, and parent and youth-centered advocacy programming. The Education Policy Associate will also work with the Civic Engagement Manager to support the Child Care Voter Campaign that engages early childhood sector stakeholders to pressure candidates for state elected offices to speak to the need for greater access to affordable high-quality child-care and Pre-K as they campaign; in addition to supporting digital engagement for other to key organizational priorities.

Key Duties:

- Provide operational support to the day-to-day activities of K-12 and ECE advocacy initiatives
- Schedule legislative/community organization meetings on K-12 and ECE priorities
- Assist in organizing K-12 and ECE policy-related events, such as rallies, press conferences, advocacy trainings, forums, report launch events, etc. by tracking invites and RSVPs, and preparing materials for a series of candidate forums focused on childcare issues in targeted races during election season in collaboration with providers.
- Provide administrative support to digital engagement strategy for the Child Care Voter campaign that expands the number of individuals participating and increases their level of engagement.
- Implement email and social media activities that increase the financial support/civic engagement of voters to support Children First's agenda.

- Build our list of supporters and supporting organizations by attending local events, pre-organized meetings, and mobilizing others to participate in similar activities
- Contribute information to flyers, commentaries and materials needed to persuade candidates and community stakeholders to be champions of early learning
- Support and implement efforts to boost digital and email engagement associated with routine emails and posts of Children First including Take Action Tuesday and the weekly e-news.
- Increase the visibility of our work by documenting support and field activities via social media
- Conduct outreach to elected officials, community partners, stakeholders, etc. regarding K-12 and ECE policies and initiatives
- Work with the K-12 and ECE team to create presentations and materials for outreach
- Maintain data entry of supporters into the K-12 and ECE spreadsheets and Every Action lists by school districts, counties, and key sectors
- Track outreach, local media coverage, and populate shared campaign calendar with field events

Qualifications, Education, Experience & Skills:

- A passion for supporting the engagement of education stakeholders
- Experience working on a team as an advocate with a positive history of impact, able to coordinate, negotiate, manage, and work with coworkers of all levels
- Highly organized, able to multi-task and manage multiple projects
- Knowledge of the key policy challenges in the education sector preferred
- Ability and desire to work in a bi-partisan manner
- Strong verbal and written communication skills and a deep working knowledge of data analysis software applications and tools
- Ability to use Microsoft Word, Excel, PowerPoint, and Google Docs
- Minimum one year of experience working in a non-profit/advocacy/community service field, can be an unpaid internship experience
- Bachelor's degree in human services, social work, public policy, or related field required
- Ability to work occasional weekend or evening events
- Willingness to travel throughout southeastern Pennsylvania and Harrisburg

Location: Candidates should be local to the Philadelphia, Pennsylvania area or willing to relocate. This is a hybrid position requiring at least two days in the office.

Reports To: Deputy Director, Policy Operations

Salary: \$60,000 plus benefits and generous paid time off.

Apply: Resume and cover letter to info@childrenfirst.org.

Children First is an inclusive, equal opportunity employer and does not discriminate in hiring.