

# public citizens for children + youth

## Bucks County Coordinator

**REPORTS TO:** Director of Education Policy and Director of Early Childhood Policy

**Job Description:** PCCY's County Coordinators are self-motivated staff who help lead our education outreach efforts, in this case in Bucks counties. This staff person supports with colleagues working in Montgomery, Delaware and Philadelphia counties to increase the impact of statewide campaigns aimed at building public support for public education, universal Pre-K and high quality child care for infants and toddlers.

### Job Responsibilities

- Build a base of parents, school leaders, business owners and professional/service organizations, early childhood providers and others interested in supporting well-funded and high performing schools and a high-quality early learning system.
  - Recruit individuals to participate in local events, meetings and public actions that highlight the need for the state boost funding for public schools, early learning programs and child care subsidies
  - Design and facilitate parent and community advocacy trainings, forums and events
  - Seek out and attend relevant community meetings and events where the issue of school funding can be presented
  - Become knowledgeable about local school and early childhood issues and the positions and interests of state and key locally elected officials on these issues
  - Write twitter posts, blog posts, short briefs and power point presentations that explain and disseminate analysis based on data and anecdotes that highlight the need for a school funding formula and early childhood funding
  - Schedule and attend local and statewide visits with elected officials
  - Facilitate meetings, coordinate agendas, and other relevant details.
  - Enter data into PCCY computer systems for advocacy tracking purposes
  - Manage, track, and respond to RSVPs for meetings and events
- Other Duties
- Recruit and supervise volunteers and interns where appropriate
  - Attend and present information at the PCCY Board meetings and subcommittee meetings as requested
  - Assist with information needed for grant proposals and funder correspondence/reports associated with your area of work



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- Stay abreast of the work of local and state partners/allies and national organizations involved in policy and advocacy in your area of work
- Assist when asked in PCCY outreach events which may be during evening or weekend hours
- Attend and participate in staff meetings and staff committees

### **Qualifications**

- Demonstrated track record of effective community involvement
- Bachelor's degree
- Familiarity with Bucks county and some sense of the education and childcare/early learning landscapes
- Strong interpersonal skills
- Ability to work independently and with others
- Ability to work well under pressure
- Ability to prioritize and manage multiple projects at one time
- Ability to collect, interpret and simplify data and information
- Very strong written and oral communication skills
- Valid PA Driver's License with own transportation
- Ability to travel to communities across the region
- Proficient with Word, Excel and Powerpoint

### **Note**

- This position requires 3-4 nights per week and 1-2 weekends per month.

### **Salary**

- Full time position. Commensurate with experience.

### **Apply**

- Cover letter and resume to [info@pccy.org](mailto:info@pccy.org)