

## **Position Title: K-12 Field Associate**

### **About Children First**

Children First, formerly Public Citizens for Children and Youth (PCCY), is a dynamic child advocacy organization focused on improving the lives of children by building support and momentum to improve local, state and/or federal policies that can promote racial and economic equity for children as they grow up in southeastern Pennsylvania. Our small staff is a group of highly motivated individuals who are passionate about improving the lives of children and youth. Through bipartisan advocacy, we have a record of winning scale level changes that do just that. To be successful at Children First you must enjoy collaborating and helping coworkers do their best and contribute to a respectful workplace that values a commitment to racial diversity, having fun, and making an impact.

### **Position Summary**

We are seeking an outgoing individual to join the K-12 team to provide operational support for its advocacy, policy, and programmatic initiatives. The Special Projects Coordinator will work closely with the K-12 Policy Director and County Coordinators to grow the base of education stakeholders throughout the region and support the work of the education funding campaign, equity initiatives and parent and youth centered advocacy programming.

### **Key Duties:**

- Manage the day-to-day operations for special projects on K-12 initiatives
- Schedule legislative/community organization meetings on K-12 priorities
- Assist in organizing K-12 policy-related events, such as rallies, press conferences, advocacy trainings, forums, report launch events, etc.
- Build our list of supporters and supporting organizations by attending local events, pre-organized meetings, and mobilizing others to attend within school district boundaries
- Grow and update the active database of education stakeholders throughout the region
- Increase visibility of our work by documenting support and field activities via social media

### **Description:**

- Provide communications support for potential and current participants in student-focused advocacy projects (i.e. Justice in Education, securing student participants for events)
- Conduct outreach to elected officials, community partners, stakeholders, etc. regarding K-12 policies and initiatives
- Work with the K-12 team to create presentations and materials for outreach
- Maintain data entry of supporters into the K-12 spreadsheets and Every Action lists by school districts, counties, and key sectors

- Represent Children First at community and coalition meetings/events
- Track progress of grant deliverables
- Assist with K-12 report research
- Track outreach, local media coverage, and populate shared campaign calendar with field events
- Participate and take notes in state-wide campaign, mobilization, or other K-12 calls
- Work with K-12 education policy interns/fellows and volunteers to further K-12 policies and initiatives

**Other Duties as assigned by the K-12 Education Policy Director or K-12 County Coordinators:**

- Stay abreast of the work of local and state partners/allies and national organizations involved in policy and advocacy in the K-12 area of work
- Assist when asked in Children First outreach events which may be during evening or weekend hours
- Attend and participate in staff and committee meetings and special events
- Attend all in person meetings of the statewide campaigns (typically three times a year in Harrisburg).

**Qualifications, Education, Experience & Skills:**

- A passion for supporting the engagement of education stakeholders, including school administrators and students to garner support for more resources and funding for education.
- Experience working on a team as an advocate with a positive history of impact.
- Highly organized, able to multi-task and manage multiple projects
- Strong verbal communication skills, positive and clear written communication skills.
- Knowledge of the key policy challenges in the education sector preferred.
- Ability to use Microsoft Word, Excel, PowerPoint, and Google Docs.
- Active social media presence on Facebook, Twitter, and Instagram.

**Important additional skills:**

- Ability to work independently and with others and learning new skills to support initiatives
- Works well under pressure
- Detail oriented
- Ability to prioritize and manage multiple projects
- Ability to collect, interpret and simplify large datasets
- Very strong written and oral communication skills
- Ability to travel to communities across the region

**Reports To:** K12 Education Policy Director

**Salary:** \$45,000 plus benefits and generous paid time off.

**Apply:** Resume and cover letter to [info@childrenfirst.org](mailto:info@childrenfirst.org).

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