

## **Position Title: Assistant to the Philadelphia Mobilization and Policy Director**

### **About Us**

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 assist the Philadelphia Mobilization Policy Director and Philadelphia community groups to support agency initiatives: the Mayoral Campaign, Philadelphia Advocacy, and the Greater Philadelphia Extracurricular Collaborative, a local coalition of out-of-school time (OST) providers. The associate will provide operational support to additional policy staff at Children First to facilitate their participation in local advocacy, policy, and programmatic initiatives.

### **Key Duties**

- Support the day-to-day management of Children First's work on the 2023 Philadelphia Mayoral Campaign, advocacy at the School District and with City Council, and GPEC (the Greater Philadelphia Extracurricular Collaborative). This includes preparing and distributing meeting agendas, taking minutes, and coordinating any follow-up meetings.
- Support the Philadelphia Mobilization and Policy Director and other Children First staff in managing communications with City Council, the Mayoral administration, and the School District by organizing advocacy materials and scheduling meetings.
- Support the coordination of events like neighborhood forums, information sessions, and candidate debates.
- Support outreach efforts like tabling, attending meetings, presenting about the coalitions and campaigns, etc.
- Work with the Children First team to recruit, orient, and coordinate participants to provide testimony when needed.

- Assist with the recruitment and on-boarding of new coalition members. This will include drafting and distributing announcements, scheduling meetings, organizing application materials.
- Prepare communications to coalition members and supporting organizations to disseminate toolkits, information on upcoming events, and other news.
- To the extent possible, attend local events, some nights and weekends included, organized to support candidate engagement and/or inform coalition members of these events so they can be present.
- Provide administrative and data entry support for activities such maintaining lists of stakeholders for multiple projects.
- Editing and formatting documents related to projects as needed.

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

- A passion for supporting the engagement of child serving organizations, advocacy groups and other local community organizations to garner support for children's issues.
- 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 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:** Philadelphia Mobilization and Policy Director

**Salary:** **This is a 6-month, full-time position.** The salary is \$22,000.

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