

## **Position Title: Justice in Education Youth Leadership Program Coordinator**

### **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 and highly organized individual to join the K-12 team to engage high school youth enabling them to make the case for improving public education in the Commonwealth of Pennsylvania. The Justice in Education Youth Leadership Coordinator will be supervised by the K-12 Policy Director and work closely with our County Coordinators to grow the base of education stakeholders throughout the region who support our public education funding campaign and educational equity initiatives.

### **Key Duties:**

- Serve as the primary liaison with organizations that engage youth across the region including school-based and community-based organizations.
- Work with these organizations to identify ways to insert public education advocacy training content into their youth activities.
- Build personal relationships with the youth who want to be highly engaged and support efforts created by the K-12 team that give them pathways to engagement.
- Arrange for Children First and other experts to provide the training at time slots provided by the partner organizations.
- Schedule legislative/community organization meetings for the youth who choose to become advocacy leaders.
- Work with the K-12 team to create presentations/materials for training & related activities.
- Increase visibility of our work by engaging youth on social media that give voice to their experiences and hopes for public education.
- Maintain records with contact information for partner organizations and youth interested in the Justice In Education program.
- Assist in organizing K-12 policy-related events, such as rallies, press conferences, advocacy trainings, forums, report launch events, etc.

**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 working with youth and for building relationships with youth serving leaders.
- 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.
- Ability to use Microsoft Word, Excel, PowerPoint, and Google Docs.
- Active social media presence on Facebook, Twitter, and Instagram.

**Important additional skills:**

- Comfort with making cold calls to engage new stakeholders
- Ability to work independently and with others
- Ability to learn new skills to support new initiatives
- Works well under pressure
- Detail oriented
- Ability to prioritize and manage multiple projects
- Very strong written and oral communication skills
- Ability to travel to communities across the region

**Reports To:** K12 Education Policy Director

**Salary range:** \$50,000-\$60,000 depending on experience, full benefits provided.

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

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