

Position Title: Civic Engagement Coordinator

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

The Civic Engagement Coordinator will train and support early childhood sector stakeholders so that they can support and 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.

Key Duties

- Track candidate activity and support early learning stakeholders to engage with public and networking events orchestrated by the candidate, supporters of the candidates or those organized by civic and business organizations
 - Manage and expand the Child Care Voter campaign, a grassroots civic engagement campaign, through communication and engagement with child care providers and parents using child care
 - Plan, organize, and facilitate a series of candidate forums focused on childcare issues in targeted races during election season in collaboration with providers
 - Craft and disseminate memos for other candidate forums that argue for issues of early learning to be included in their events
 - Advise the Start Strong PA and Pre-K for Pa campaigns on campaign visibility materials and manage the dissemination of any items purchased to increase the visibility of the campaigns during the election seasons
 - Work with communications contactors to draft flyers, commentaries and materials needed to persuade candidates and community stakeholders to be champions of early learning
 - Attend local events organized to support candidate engagement and/or inform the Governing Committee members of the campaigns of these events
 - Inventory useful information on profiles and networks of influence for candidates
- Track candidate statements on campaign issues and state funding for expansion of these services

Qualifications, Education, Experience & Skills

- A passion for supporting the engagement of early learning sectors, allied stakeholders, and parents as they engage in educating candidates and increasing the pressure on candidates to publicly state they will fight for more resources for affordable, high quality early learning services
- Experience working with state-elected officials either as legislative or executive branch staff or as an advocate with a positive track record of impact
- Knowledge of the processes that candidates use to run for state office and how to influence the election narrative
- Experience maintaining and motivating coalitions to achieve high-level goals
- Highly organized and able to multi-task, with ability to prioritize and manage multiple projects at one time
- Strong written and verbal communication skills, positive and patient approach as a trainer and clear written communication skills
- Ability to work independently and with others
- Ability to work well under pressure
- Proficient with Word, Excel, SharePoint and Powerpoint, facility with Facebook, Twitter and Instagram
- Valid PA Driver's License with own transportation, ability to travel to communities across the region.
- Ability to participate in events and meetings outside of normal business hours
- Bachelor's Degree

Other Duties

- Attend all Children First staff meetings and participate in special events as needed
- Assist when asked in Children First outreach events which may be during evening or weekend hours
- Attend all in person meetings of the two statewide campaigns (typically three times a year in Harrisburg)

Reports To: Executive Director

Salary: \$80,000 plus benefits and generous paid time off

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