



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

### **About Children First**

Children First (formerly Public Citizens for Children & Youth, PCCY) is a private nonprofit organization dedicated to improving the lives and chances of children through thoughtful and informed advocacy. Children First is a fast-paced child advocacy organization that uses research, people power, and coalition building to create the momentum for reform of public policies that enable more children to grow up healthy, well-educated, and ready to take the reins of their communities.

### **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 K-12 Policy Associate 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 the visibility of our work by documenting support and field activities via social media
- 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

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- 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

**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, able to coordinate, negotiate, manage, and work with coworkers of all levels
- Highly organized, able to multi-task and manage multiple projects
- Knowledge of the key policy challenges in the education sector preferred
- Strong verbal and written communication skills and a deep working knowledge of data analysis software applications and tools
- Ability to use Microsoft Word, Excel, PowerPoint, and Google Docs
- Minimum one year of experience working in a non-profit/advocacy/community service field, can be an unpaid internship experience
- Bachelor's degree in human services, social work, public policy, or related field required
- Ability to work occasional weekend or evening events
- Willingness to travel throughout southeastern Pennsylvania and Harrisburg

**Location:** Candidates should be local to the Philadelphia, Pennsylvania area or willing to relocate. This is a hybrid position requiring at least two days in the office.

**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.***