

Job Description – Early Childhood Policy Specialist

Job Summary: The Early Childhood Policy Specialist works directly with the Coalition’s Board of Directors and Coalition staff to advance policies, programs and funding to support young children’s healthy development and early learning. This position focuses on policy development and promotion, public awareness, community engagement, education and advocacy efforts with early childhood stakeholders and policymakers.

Job Responsibilities and Duties

Work collaboratively with the Board of Directors, Policy Committee, staff, Coalition members and lobbying team to:

- Establish the Coalition’s public policy position and advocacy work on early childhood issues with particular emphasis on early childhood education each year
- Monitor federal and state early childhood legislative and administrative policy that affect young children’s healthy development and early learning.
- Research and prepare informational materials, factsheets, outreach materials, etc. to be used to educate and increase awareness among Coalition membership, public policymakers, early childhood stakeholders and the general public about issues related to early childhood healthy development and early learning.
- Provide regular information about important early childhood issues to public policymakers, the Board, Coalition membership, the Coalition’s Action Network and other early childhood stakeholders.
- Work closely with any individuals hired to lobby on behalf of the Coalition.
- Develop good working relationships with other policy directors and lobbyists employed by partner organizations.
- Meet regularly with state policymakers to advance the Coalition’s policy agenda and the Think Babies NC policy agenda.
- Serve as the policy spokesperson for the Coalition.
- Present at and participate in national, state and local education related policy forums on early childhood issues.
- Help identify and develop potential funding opportunities to strengthen and sustain the work of the Coalition.
- Support community engagement and advocacy efforts, including annual Advocacy Day at the legislature.
- Develop advocacy campaigns, strategies and action alerts through the Coalition’s Action Center.
- Convene the Coalition’s Policy Committee at least 4 times a year to inform them of current issues and to seek guidance around strategy and issue development.
- Conduct regular Coalition membership and Think Babies network meetings, forums and communications.
- Maintain a working knowledge of significant developments and trends related to early care and education.

Other Duties As Assigned:

- Attend and present information at Coalition board meetings as requested.
- Assist with Coalition outreach events that may be during evening or weekends.
- Support the Coalition's fundraising efforts.
- Support the Coalition's communications and social media campaigns.

Education and Experience Requirements:

Requires at least a Bachelor's Degree in Early Childhood Education, Social Work, Public Policy, Public Administration or related field with at least four years experience working on early childhood issues, including policy and advocacy engagement; Master's Degree preferred.

Required Skills:

- Significant understanding and prior experience in early childhood public policy, research and programs.
- Prior experience in working effectively with federal and/or state policymakers.
- Excellent communication and presentation skills and ability to bring technical policy information to policymakers, partners and the public in ways that are understandable and compelling.
- Collaborative team member committed to effective relationships and communications with Board, staff, partners and early childhood stakeholders.
- Knowledge and experience in organizing and supporting community engagement and advocacy training.
- Attention to detail and ability to manage multiple project components and timelines as well as track time spent on public education and lobbying.
- Strong initiative and personal organization skills.
- Knowledge of MS Office, including Word, Excel, PowerPoint, Social Media, and Internet Research.

Position Description: Requires travel to meetings and events. Work hours are flexible to meet the requirements of the position.

Salary Range:

The NC Early Education Coalition offers a competitive salary and benefits package.

The salary range for this position is: \$58,000 - \$70,000 FTE.

Salary to be negotiated based on education, skills and previous experience.