
Advocacy Coordinator

Position: Full-time, exempt

Reports to: Chief Program Officer

Compensation: Range \$40,000-\$55,000. Salary commensurate with experience. Benefits include health, dental, paid time off, retirement with organizational match, and flexible workplace.

OUR MISSION: The Children's Agenda advocates for effective policies and drives evidence-based solutions for the health education and success of children. We are especially committed to children who are vulnerable because of poverty, racism, health inequities and trauma.

POSITION OVERVIEW:

- This position organizes advocacy for policy and funding changes on behalf of children and their families but does not involve working directly with children. Supports The Children's Agenda's ongoing advocacy, research, policy development efforts. Works closely with other program team staff to advance organizational priorities in childhood policy and advocacy.
- Provides key support and coordination to all TCA advocacy campaigns (P-12 education, child poverty, child health, early childhood/child care) with special focus on the Kids Can't Wait campaign, a coalition of parents, providers, medical professionals and faith groups to address the policies and systems that affect the developmental, educational and social-emotional needs of young children in Monroe County and in New York State, especially those living in poverty and/or experiencing inequities.
- Assists in the coordination and execution of multi-year advocacy campaigns to win The Children's Agenda's goals for children's policy and funding reforms.

KEY RESPONSIBILITIES:

COMMUNITY ENGAGEMENT:

- Coordinate with other projects and coalitions with similar interests to maintain a full understanding of the current landscape of local and regional activities, ensuring alignment, collaboration and to optimize our collective impact.
- Develop campaign materials and public presentations.
- Assist with online advocacy, social media, and email alerts, as assigned.
- Represent The Children's Agenda at periodic community meetings and events.
- Organize meetings that bring policy makers together with advocates and constituents to discuss issues and solutions.

TEAM CULTURE AND SYSTEMS:

- Proactively advance equity outcomes in child and family policy. Help monitor decisions, policies, and/or practices that have disparate impacts on children and families, especially those impacted by poverty, racism, health inequities and trauma.
- Make positive contributions to organizational goal and strategy development and staff collaboration.

COMMUNICATIONS:

- Create communications and advocacy tools (e.g., social media content, issue summaries, action alerts, presentations, meeting minutes) to mobilize parents, residents, and interested groups statewide and in the Monroe County/Finger Lakes region.
- Maintain up-to-date databases, including data, mailing and contact lists, story banks, and social media distribution channels.

Other duties as assigned.

EDUCATION AND EXPERIENCE:

This position requires experience that is typically developed through an Associate's or Bachelor's degree program in fields related to public policy and social change OR several years of direct work experience in a related field. Demonstrated success in building trusting relationships with diverse stakeholders and community members; giving public testimony or presentations; and having strong detail-oriented organizational, communications, and interpersonal skills. Experience working directly with children is not required.

REQUIRED SKILLS AND CHARACTERISTICS:

- Familiarity with the issues related to children's health, poverty, and education.
- Flexibility and the ability to work autonomously as well as take direction as needed.
- Good personal organization, detail orientation, time management, and planning skills.
- Excellent interpersonal and communication skills (written and oral) including social media content.
- Proficiency in Microsoft Office products (i.e. Word, Excel, PowerPoint, Sharepoint).
- High degree of self-awareness, empathy, and emotional intelligence; ability to hear, reflect, act on, and learn from feedback re: identity and equity.
- Recognizes ways that race, and other identities intersect in the work, especially with communities we serve. Comfortable talking about identities such as race, ethnicity, sexual orientation, class, ability, or gender in plain, specific terms.
- Willingness to work flexible hours, including some evenings and weekends.
- Embraces diversity, inclusion, and equity.
- Flexible, collaborative team player.
- Ability to travel.

**THE CHILDREN'S AGENDA, INC.
IS AN EQUAL OPPORTUNITY EMPLOYER**

v. 5/14/2021

Interested applicants, please send your resume to:

Michelle@thechildrensagenda.org