

# TheChildren'sAgenda

Smart Choices. Bold Voices.

## Parent and Community Advocacy Coordinator Job Description

**Position:** Full-time, exempt

**Reports to:** Chief Program Officer. This position directly coordinates and regularly communicates with TCA's policy and advocacy staff to advance the organization's mission and to achieve policy change priorities.

**Compensation:** Salary commensurate with experience. Generous benefits include health, dental, paid time off, retirement with organizational match, and flexible workplace.

**POSITION OVERVIEW:** This position will coordinate and strengthen parent and community advocacy in Rochester, NY through relationship building and leadership development. The Parent and Community Advocacy Coordinator will strengthen existing groups and identify new leaders in the community focused on improving the developmental and social-emotional health outcomes of children in the Rochester and Monroe County area.

### KEY RESPONSIBILITIES:

- Recruit parents and guardians of young children as well as child care providers and other early childhood stakeholders to engage in advocacy to improve systems serving children and their families such as child care, Pre-K – Grade 3 education, Early Intervention and Preschool Special Education.
- Identify and develop new parent and community leaders' advocacy and leadership skills.
- Coordinate advocacy efforts and mobilize parents, residents, and interested groups to carry out actions and strategies to affect change.
- Organize public education and direct-action events, like community forums, teach-ins, rallies and non-lobbying visits with policy-makers.
- Coordinate and deliver presentations to educate and motivate key stakeholders, community partners, and decision-makers to take action.
- Maintain up-to-date databases, including mailing lists, constituent listservs, story banks, and social media distribution channels.

### COMMUNITY OUTREACH AND COMMUNICATIONS:

- Work collaboratively with other groups and coalitions with similar interests.
- Maintain a full understanding of the current landscape of local and regional activities, ensuring alignment and integration between our work and our community partners.
- Develop campaign materials and public presentations.
- Assist with online advocacy, social media, and email alerts, as assigned.
- Respond to coalition and public inquiries, represent The Children's Agenda at parent and community meetings, and coordinate with The Children's Agenda's staff on community relations activities.

### INTERNAL OPERATIONS & ALIGNMENT:

- Coordinate and support the work of The Children's Agenda's program, advocacy and communications staff including campaigns such as the Empire State Campaign for Child Care Action Team, the Kids Can't Wait and Solutions Not Suspensions campaign, and related organizing efforts.

**EDUCATION AND EXPERIENCE:**

This position requires experience that is typically developed through an Associates or Bachelor’s program in human services or social sciences, or a strongly related field and a minimum of three years of direct work experience. Demonstrated success in building trusting relationships with diverse stakeholders and community members; mobilizing groups for action; giving public testimony or presentations; and having strong organizational and interpersonal skills.

**QUALIFICATIONS AND SKILLS:**

- Ability to build effective relationships with a range of diverse stakeholders, with the end goal of mobilizing action in pursuit of social change.
- Familiarity with the issues related to children’s health, poverty, and education.
- Flexibility and the ability to work autonomously (self-starter) as well as take direction as needed.
- Availability to work flexible hours, including some evenings and weekends.
- Good personal organization, time management, and planning skills.
- The presence to inspire confidence and passion in external audiences; excellent interpersonal and communication skills (written and oral).
- Experience planning and coordinating large events.
- Proficiency in Microsoft Office products.

**PLEASE SEND RESUMES & COVER LETTERS (NO CALLS PLEASE) TO:**

Michelle Yale, [michelle@thechildrensagenda.org](mailto:michelle@thechildrensagenda.org), 1 S. Washington St., Ste. 120, Rochester, NY 14614.

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