



JOB ANNOUNCEMENT

POSITION TITLE: Public Policy and Communications Associate
REPORTS TO: Executive Director
FLSA STATUS: Exempt
Date Released: September 15, 2017 (Open until filled)

The Child Care Alliance of Los Angeles (CCALA) is a partnership of child care resource and referral and alternative payment programs in Los Angeles County. Together, Alliance agencies deliver services to thousands of families and child care providers in Los Angeles County. Services include training and one-on-one coaching for child care providers to improve the work they do with children; assisting parents in finding and identifying quality child care. Through our member agencies, the Child Care Alliance of Los Angeles reaches thousands of providers, families and children at a grass-roots level in multiple languages and with cultural competency. The CCALA office is the central point of our common work.

POSITION SUMMARY

The successful candidate will:

- Build strategic partnerships with Alliance member agencies in strengthening their organizational capacity for advocacy and public policy efforts.
- Develop relationships with elected officials, district office staff, community stakeholders and partners.
- Be engaged in developing common messages, data presentations and communications, including use of social media platforms.

Grant Funding: This position is funded through a five-year Early Care and Education Policy and Advocacy Fund (PAF) established by First Five Los Angeles and managed by Community Partners. The purpose is strengthen existing advocacy efforts and help create new opportunities for collaboration among groups and organizations seeking policy and systems change with a goal of improving access to quality early care and education in Los Angeles County.

ESSENTIAL DUTIES & RESPONSIBILITIES

- a. Participate in and coordinate capacity-building activities with the ten member agencies of CCALA, including advocacy, visits to legislators, site visits to agency programs and policy-related activities.
- b. Advocate for policy and systems changes that improve access to quality, affordable early learning settings for children in Los Angeles County.
- c. Provide research, analysis, and draft responses to a range of policy issues that impact the families, children and child care providers served by CCALA and its agencies.
- d. Develop communication strategies for CCALA. Coordinate messaging with member agencies through a variety of means that includes social media.

- e. Coordinate Public Policy responses, strategies and communication with CCALA/ Child Care Resource Center Director of Government Relations in Sacramento.
- f. Interface with Community Voices program at Crystal Stairs, Inc., to engage grass-roots advocacy activities with Alliance Policy goals.
- g. Provide staff support to the Public Policy Committee of the CCALA Board of Directors.
- h. Travel as needed to Sacramento and possibly Washington DC to engage in advocacy activities or meet with Legislators and/or Legislative staff on key issues.
- i. Participate in funder-led learning meetings and evaluation activities.
- j. Represent CCALA in various events, community groups and/or commission meetings related to early childhood education (ECE), as needed.
- k. Other duties related to the scope of this contract, as assigned by Executive Director.

QUALIFICATIONS

- BA/BS degree in Political Science or related field required. Master's degree preferred.
- 3-5 years' experience in public policy positions that demonstrate knowledge of the legislative process.
- 1-2 years' experience working for a nonprofit organization highly preferred.
- Knowledge of the ECE field preferred.
- Experience and ability to work well with diverse client populations.
- Strong ability to work well with staff from different independent agencies.
- Experience working in groups and collaborations.
- Effective project management capabilities.
- Good problem solving skills.
- Detail oriented with high level of accuracy.
- Ability to multi-task, organize and prioritize information and assignments.
- Ability to exercise confidentiality, discretion and good judgement.
- Knowledge of evaluation processes used to measure program impact.
- Strong written and verbal communication skills.
- Ability to analyze and condense data and information into briefing papers.
- Adept with Microsoft Outlook, Word, Excel, and Power Point.
- Valid CA driver's license and insurance coverage which meets CA standards

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Salary Range: Competitive salary, commensurate with prior experience, education and abilities

For immediate consideration, send resume, cover letter and salary history to:

Cristina Alvarado, Executive Director

c/o Rica Yan, Office Manager

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Child Care Alliance of Los Angeles

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EOE

Email submissions preferred.