

V E R M O N T
EARLY CHILDHOOD
ADVOCACY ALLIANCE

JOB DESCRIPTION: Public Engagement Director

The Vermont Early Childhood Advocacy Alliance is a statewide, independent advocacy coalition of parents, community members, organizations, and early childhood providers who are committed to improving public policies that impact young children between the ages of birth and eight in the areas of health, safety, food and economic security, and early care and education.

The role of the Public Engagement Director is to support advocacy activities that advance the mission of the Vermont Early Childhood Advocacy Alliance, by:

- coordinating the Alliance's community organizing, education, and engagement activities with members in support of the Alliance's mission and annual Legislative Agenda
- assisting the Executive Director in providing direct support to lead organizations during the legislative session;
- providing support, assistance, and training to Alliance members on advocacy and strategic planning outside of the legislative session;
- supporting the growth and development of the Alliance through ongoing and increasing membership engagement; and,
- supporting the coordination of ECDL, the Alliance Annual Membership Meeting, and other events as appropriate.

POSITION RESPONSIBILITIES:

- 1) Coordinate the Alliance's **community organizing and engagement** that lead to demonstrated broad public support of the Alliance's mission and annual Legislative Agenda.
 - Support lead organizations by providing assistance in communications and organizing strategies to connect stakeholders with early childhood issues on the Alliance's Legislative Agenda.
 - Cultivate and strengthen collaborations between Alliance individual and organizational members as well as Strategic Partners with attention to non-traditional stakeholders and those with lived experience.
 - Manage the Alliance's regional and statewide education and training activities.
- 2) Assist the Executive Director in providing **support to Alliance Lead Organizations** before, during, and after legislative session in accomplishing the goals of the Legislative Agenda.
 - Monitor day-to-day activities in the State House and with relevant legislators, committees, administration staff and agencies, etc., including bill tracking, and provide updates as warranted.
 - Serve as Alliance lead contact for items on the Legislative Agenda, as assigned by the Executive Director.

- Support leads in providing relevant testimony (written and verbal) and development of background materials on Agenda items in legislative committees.
 - Assist in identification of non-Agenda items of interest to the Alliance, and in developing strategic responses.
 - Support internal and external communications regarding Agenda-related events and activities.
 - Assist in development and implementation of end-of-session summaries and outreach plans for the summer/fall inter-session period.
- 3) Coordinate the Alliance's **advocacy training** and support **strategic planning** outside of the legislative session.
- Work with Executive Director to maintain and expand current Alliance training curriculum on advocacy engagement and issue development.
 - Coordinate implementation of statewide training program offering a variety of sessions to Alliance members and other interested parties at training sessions, conventions, regional meetings, etc.
 - Support lead organizations by providing assistance in strategic planning and issue development during the summer and fall.
 - Support development of the annual Legislative Agenda.
- 4) Diversify and strengthen **member participation and leadership** in Alliance activities in order to strengthen the Alliance's statewide constituent base.
- Recruit and cultivate the leadership of diverse stakeholders
 - Participate in both internal and external diversity, equity, and inclusion initiatives
 - Support implementation of the annual membership renewal process.
 - Represent the Alliance or coordinate the representation of the Alliance at meetings, conferences and other public speaking engagements.
- 5) Assist with and support coordination of **Early Childhood Day at the Legislature (ECDL)** and the **Alliance's Annual Membership meeting** and other events as appropriate, including planning, communications, organizing, and logistics.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES FOR THIS POSITION:

- Demonstrated ability to manage complex projects to completion, through securing an educational degree and/or other experiences
- Strong written and oral communications skills, including those specific to advocacy, strategic messaging, and community organizing/outreach
- One or more year(s) experience with advocacy, organizing, and/or political campaigns

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES FOR THIS POSITION:

- Familiarity with the Vermont legislature
- Familiarity with database management, website design and management
- Familiarity with public policy issues of concern to the early childhood community
- Experience with diversity-focused outreach and inclusionary engagement strategies

[more]

COMPENSATION AND POSITION DETAILS:

The Alliance is a project of the Vermont Community Loan Fund (VCLF), which is an equal opportunity employer. This position is a 40 hour per week, non-exempt position, with generous benefits, including health, retirement with employer match, and generous paid leave. Beginning hourly wage is approximately \$20.00 to \$23.00 per hour, depending on experience and qualifications.

During the legislative session, work for the position is based in Montpelier. Outside of the session, work for the position can be done in an office-based environment in Montpelier or remotely. Some travel to meetings/events is required, and mileage costs are reimbursed.

Diversity, justice, and inclusion are key values within the Alliance and VCLF. We are committed to building and sustaining an inclusive, equitable working environment for our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions.

TO APPLY:

Submit a cover letter and resume to be received by close of business Wednesday, August 24 to hr@vclf.org or VCLF, PO Box 827, Montpelier, VT 05601.

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