



Supporting Schools and their Partners  
So **Every Child** Can Thrive.

## **Coordinator, California Afterschool Advocacy Alliance** Job Description

**Reports to:** Policy Director

The Partnership for Children and Youth (PCY) is an innovative, well-respected, high-impact organization committed to closing the achievement and opportunity gaps for students from under-resourced communities, so that all young people can thrive in school and beyond. We have a longstanding reputation as excellent partners and collaborators with a diverse set of allies and stakeholders. Learn more about our work at [www.partnerforchildren.org](http://www.partnerforchildren.org).

PCY is seeking to fill the Coordinator position to support statewide advocacy efforts of the California Afterschool Advocacy Alliance (CA3). This position will coordinate a coalition of over 20 expanded learning providers and other allies across the state. This position will report to the Policy Director and work closely with the Communications Director and coalition members. The ideal candidate will be able to manage multiple tasks simultaneously, is flexible and responsive to the needs of the diverse coalition, can work independently and as part of a team, and will be familiar with advocacy.

### **Position Summary**

The CA3 Coordinator (Coordinator) will interact with all PCY staff and coalition members. The Coordinator will provide primary logistical and organizing support for the coalition and their advocacy efforts. This position has responsibility for coordinating coalition events, meetings, and communications. The Coordinator will support coalition campaigns and advocacy efforts, including scheduling and tracking policymaker engagement and advocacy events, managing the development and logistics of advocacy trainings, and assist with legislative research and analysis.

### **Essential Duties and Responsibilities**

Reporting to the Policy Director, the CA3 Coordinator will:

- **Coalition coordination and support:**
  - Coordinate scheduling for coalition meetings and events
  - Provide logistical support for meetings/events -drafts agendas, ensure multiple ways for members to engage and provide feedback, takes note, and share resources
  - Manage CA3 member database
  - Manage the development of and logistics of advocacy trainings
  - Respond to member inquiries and requests
  - Coordinate new member orientation
  - Conduct research and outreach to potential coalition members
  - Support recruitment events
  - Facilitate and monitor coalition MOUs

- **Coalition and campaign communications:**
  - Draft emails, e-newsletters, and website content to share updates, calls to action, coalition engagement opportunities
  - Monitor and draft social media posts to raise awareness, share calls to action, and support ally collaborations
  - Help identify and support emergent opportunities for visibility and advocacy
  
- **Advocacy support:**
  - Maintain various policymaker, ally, and supporter contact and engagement lists
  - Develop and maintain an updated master list of engagement with legislative offices, track engagements and support
  - Schedule and support engagement activities and meetings
  - Support advocacy preparation, including materials, scheduling, travel arrangements
  - Support legislative research and writing for coalition efforts

**Qualifications**

- Strong written and oral communication skills
- Strong project management and organizational skills
- Ability to work independently, in teams, and across multiple organizations
- Flexibility, responsiveness, and ability to manage multiple and shifting priorities
- Familiarity with Google, Microsoft Office products, social media, Zoom
- Ability to work with diverse groups of people
- Excellent interpersonal skills, including relationship building and management
- Experience in public policy, advocacy, and or communications
- Experience in customer service or member services is a plus
- Commitment to the mission and values of the Partnership for Children and Youth and the California Afterschool Advocacy Alliance

**Job Type**

Full time salaried

**Job Category**

Non-Exempt

**Job Location**

Sacramento area preferred, but for the right candidate we are open to candidates based in other California locations

**Compensation**

Annual Salary: \$60,000

Benefits include health, dental, vision and 401k

**To apply:**

Please send cover letter and resume to: [jobs@partnerforchildren.org](mailto:jobs@partnerforchildren.org). Position will be open until filled. Email applications with attachments in Microsoft Word or PDF format only. We do not accept phone inquiries regarding the position.

## **Partnership for Children & Youth**

Partnership for Children and Youth is an equal opportunity employer that values diversity at all levels of our work. The organization's policy regarding equal employment opportunity means that all decisions regarding recruitment, hiring, benefits, wage and salary administration, scheduling, disciplinary action and termination will be made without unlawful discrimination on the basis of sex, gender, race, color, age, national origin, religion, disability, medical condition, genetic information, marital status, sexual orientation, gender identity or expression, citizenship status, pregnancy or maternity, veteran status, or any other status protected by applicable federal, state or local law.