



JOB DESCRIPTION

Policy & Advocacy Coordinator

ABOUT THE ORGANIZATION: The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and child care providers in its local member agencies throughout California. The Network and its local members inform parents and the general public about available, quality child care and assist child care providers in serving their communities. Since 1980, the Network has provided leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for a quality child care system that supports the diversity of families and children in every community in California. For more information about the Network, please view the web site at <http://www.rnnetwork.org>.

POSITION: Policy & Advocacy Coordinator

LOCATION: Hybrid/Remote position; Greater Bay Area

SALARY: \$ 54,000 - \$80,000 Annually DOE
40 hours/week (1 FTE), Monday-Friday, Non-Exempt

BENEFITS: Excellent benefits (health & dental insurance; paid vacation & sick leave; monthly personal technology reimbursement; 15 paid holidays per year, including Christmas Day through New Years Day)

REPORTING RELATIONSHIP: This position reports to the Director of Public Policy

DESCRIPTION: We are seeking someone with knowledge and passion for public policy and advocacy, especially in the area of social services and/or child care. A successful candidate demonstrates capability for responsibility, organization, collaboration, and critical thinking. The Coordinator will support the Public Policy Director (PPD), manage departmental administration, analyze policy and budgets, coordinate member advocacy efforts, and drive change to help families statewide.

JOB RESPONSIBILITIES:

- Track and analyze policy related to child care (statutory, regulatory, and budgetary policy).
- Prepare, edit, and disseminate digestible summaries, infographics, and other communications.
- Attend meetings and workshops, take excellent notes, form relationships with key organizations and individuals, and drive follow up on action items.
- Generate excitement and enthusiasm for advocacy among member agencies.
- Plan and coordinate advocacy days.
- Coordinate content and materials for member and partner meetings.
- Conduct research to support advocacy and communications efforts.
- Take initiative to manage files, calendars, and communications for the department.
- Collaborate and align activities with colleagues across departments.
- Assist department management as requested with daily activities and special projects.

REQUIREMENTS:

- Commitment to anti-racism and equity.
- Knowledge of child care systems, social service programs, navigation services, and/or resource & referral agencies.
- Basic to intermediate level understanding of
 - Legislative and/or budget process
 - Advocacy, grassroots organizing, and/or social change campaigns
 - Politics and current events
- Strong follow up and organizational skills, detail oriented, able to work successfully in a virtual environment.
- Analytical and strategic thinker. Excellent writing, editing, and interpersonal communication skills.
- Fluency in Microsoft Office and tools such as Zoom, Slack, and Google Suite.
- Undergraduate degree in Political Science, Public Administration, Public Policy, Communications, or related discipline. Experience in social services and/or early care and education (service or policy) may be substituted for education.

PREFERRED QUALIFICATIONS:

- Knowledge and/or experience in:
 - Advocacy or lobbying
 - Planning advocacy actions
 - Digital organizing and communications campaigns to influence governmental stakeholders
 - Legislative tracking tools, processes, and cycles (U.S., California, and/or local)
 - Analyzing and summarizing legislation and regulations
 - Public sector budgets and funding streams, especially pertaining to child care and social services

APPLICATION PROCESS:

Please submit a cover letter and resume to jobs@rrnetwork.org that highlights your experience and strengths. We also want to know what attracted you to this position, what motivates you, and your work style.

Optional: Writing sample(s) such as a policy summary, policy-related call to action material, or other relevant work product.

The California Child Care Resource & Referral Network is an equal opportunity, affirmative action employer.