



20 Erford Road ♦ Suite 302 ♦ Lemoyne, PA 17043  
Phone: (717) 657-9000 ♦ Fax: (717) 657-0959 ♦ Toll Free: (888) 296-1917  
[www.pacca.org](http://www.pacca.org)

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## Advocacy Manager

**Reports To:** Executive Director

**Organization:** Pennsylvania Child Care Association (PACCA)

**Location:** Lemoyne/Harrisburg, PA (Hybrid work is available)

**Status:** Full-Time/Exempt

**Position Classification:** 7 -- \$63,000-\$70,000/yr

**Travel:** Local travel approximately 25% of time

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### Position Summary

The Advocacy Manager is responsible for leading and executing PACCA's grassroots advocacy initiatives to advance state and federal early childhood education policies. This position works closely with the Executive Director, Regional Ambassadors, advocacy partners, and the broader child care community to promote and protect PACCA's policy agenda. The ideal candidate is a strong communicator, experienced in mobilizing advocates, and passionate about making a difference in the lives of children, families, and early childhood professionals.

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### Key Responsibilities

- **Advocacy Planning and Strategy**
  - Collaborate with the Executive Director to develop and implement PACCA's grassroots advocacy strategy at both the state and federal levels.
- **Advocate Engagement and Training**
  - Recruit, train, and support PACCA's Regional Ambassadors and other advocates in engaging with legislators and policymakers.
  - Facilitate connections between advocates and elected officials.
- **Year-Round Advocacy Coordination**
  - Organize and manage ongoing advocacy activities including legislative office visits and digital correspondence.
- **Rapid Response Mobilization**
  - Work with advocacy partners to quickly mobilize advocates around emerging policy issues and legislative developments.
- **Communications and Media Engagement**
  - Coordinate the creation and dissemination of advocacy-related content such as newsletters, action alerts, and social media campaigns to advance PACCA's policy priorities.
- **Event Planning and Support**
  - In collaboration with the Executive Director and TEACH Early Childhood® Scholarship Director, plan and execute PACCA's Early Childhood Workforce Advocacy Day.
  - Organize and support additional events including town halls, legislative visits, and community forums.
- **Representation and Public Engagement**
  - Represent PACCA at public forums, conferences, task forces, and meetings with government agencies on early childhood policy issues.
- **Monitoring and Reporting**
  - Maintain detailed records of advocacy activities and legislative outcomes.
  - Track progress toward PACCA's public policy goals and prepare reports as needed.

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## Qualifications

- Bachelor's degree in public policy, communications, early childhood education, or related field (Master's preferred).
- Minimum 3 years of experience in advocacy, public affairs, or a related role.
- Strong understanding of the legislative process at both state and federal levels.
- Excellent written and verbal communication skills.
- Ability to manage multiple projects and deadlines.
- Experience with social media and digital advocacy tools is a plus.
- Passion for early childhood education and commitment to PACCA's mission.

## Benefits

- **Comprehensive benefits package**, including health insurance, pharmacy, dental, vision
- **Simple IRA Retirement plan**
- **Paid Time Off**: 13 holidays, annual leave, personal leave, sick leave
- **Health Resource Arrangement**
- **Life Insurance**
- **Free on-site, covered parking**

## How to Apply:

### Interested candidates must submit:

- Cover letter
- Resume
- Writing sample (preferably a policy-related document) t

**To:** [info@pacca.org](mailto:info@pacca.org). **Subject line:** Advocacy Manager

Applications will be accepted on a rolling basis until the position is filled. No phone calls, please.