



20 Erford Road, Suite 302 | Lemoyne, PA 17050 | 717-657-9000 | pacca.org

Public Policy/Community Outreach Manager Job Description

Purpose: The purpose of this position is to assist PACCA in advancing solutions for a fully-funded, well-financed Early Care and Education system that enables all families to have access to stable, affordable, high-quality early care and education for their children and has a well-qualified and adequately compensated workforce. The Public Policy/Community Outreach Manager will engage in community education that emphasizes the importance of high-quality care and its link to compensation; organize and educate the community for specific improvements; lay the groundwork for increasing funding for child care; assist in identifying education and legislative priorities; train and empower more child care providers to lead and strengthen the movement. The Public Policy/Community Outreach Manager will coordinate efforts with the Membership Department, the T.E.A.C.H. Early Childhood® program and PACCA's contract lobbyist. The position reports to the Executive Director. This is a grant funded position.

Qualifications:

- Bachelor's degree in Early Childhood Education or related field and five years' experience, Master's Degree preferred.
- Understanding of state and federal public policy as it relates to early care and education
- Skilled at working in strategic alliances and coalitions.
- Strong ability to connect challenges to solutions.
- Good written and verbal communication skills with the ability to work effectively with diverse external constituents, staff and members.
- Competency in Microsoft office software and familiarity with online communications and training platforms.

Job Responsibilities:

1. Assist in development, implementation, and communication of PACCA's public policy agenda, including but not limited to:
 - Researching, analyzing, and monitoring public policy issues and data affecting state and federal systems focused on early care and education providers, practitioners, families and children.
 - Creating summaries, reports, and materials including policy position statements, legislative testimony, fact sheets, action alerts and website updates
 - Assisting in the coordination and staffing of PACCA's Education and Policy Committee
 - Developing innovative, community-based strategies for participation in the public policy process including facilitating PACCA member programs' engagement in public policy work
 - Engaging external stakeholders and coalition group working on similar public policy goals
 - Coordinating activities of a small team of community-based field staff
2. Coordinate PACCA's regional and online advocacy events and trainings; Provide training and technical assistance on topics such as: the legislative process; providers and families as advocates for early care and education; and legislative and policy changes.
3. Represent PACCA on related workgroups and committee as assigned; Represent PACCA at meetings, events and conferences as needed.
4. Participate in and contribute to PACCA organizational activities.
5. Interface and coordinate with other departments in PACCA including Membership and T.E.A.C.H. Early Childhood® program
6. Treat information on PACCA systems, members, clients (individual people and organizations), staff, and Board members in a confidential manner.
7. Perform other tasks as assigned by supervisor

Traits & Characteristics

- Self-directed problem-solver with the ability to assume responsibility for completion of assignments and manage multiple projects
- Detail oriented
- Professional team player
- Flexible and good humored approach to work while managing competing priorities