

## **OPEN POSITION ANNOUNCEMENT: MANAGER, COMMUNITY ENGAGEMENT & ADVOCACY**

### **WHO WE ARE**

The Children's Partnership (TCP) is a California advocacy organization whose mission is to advance child health equity through policy, research and community engagement.

### **POSITION SUMMARY**

The Manager of Community Engagement and Advocacy engages community members in our policy work through relationship-building with direct service providers, community-based organizations and fellow advocacy organizations. This role executes campaigns and manages our relationships with key community partnerships while maintaining bridges between policymakers, legislators, and community members. This role creates resources for families that translate policy implementation that impacts them into community-friendly, culturally appropriate language and provides information regarding access to resources, services, and programs that support their well-being.

This is a remote position. Preference for candidates located in Central or Northern California.

### **OUR VALUES**

Balance, Equity, Growth, Accountability and Trust

### **PRIMARY RESPONSIBILITIES**

- Contribute to the creation, and manage the execution of the organization's community engagement strategy
- Develop and strengthen partnerships with new and existing partners, with a focus on transformational versus transactional relationships (partners to include direct service providers, community based organizations, school administrators and teachers, and other policy/advocacy organizations)
- Manage TCP's ALL IN For Health Program—a school and community based health coverage and care education and outreach program—providing overall strategic direction to the activities of the Campaign, managing relationships and working closely with relevant staff to execute Campaign's priorities
- Manage and develop the creation and distribution of community-friendly materials and ensure all community-facing resources reflect community needs, including researching local resources for particular counties and communities.
- Coordinate the dissemination of materials & outreach to local and statewide partners in order to fulfill incoming requests for materials, technical assistance, and other queries.
- Prepare and execute presentations on TCP's advocacy and community engagement efforts and represent TCP at local, regional, and statewide community events,

- conferences, and meetings across California
- Represent TCP on coalitions and at meetings, policy briefings, and other external events
- Hire and supervise interns to support Community Engagement work
- Maintaining contact lists/database, campaign/event tracking documents, departmental manuals, and files
- Schedule and prepare materials for meetings and calls

Other duties may be required within the scope of this position, as deemed relevant and necessary.

### **QUALIFICATIONS AND COMPETENCIES**

- Demonstrated strong cultural humility and commitment to racial equity and anti-racism
- At least 5-7 years of increasingly responsible experience in community engagement/outreach/project management, or comparable experience.
- Demonstrated success in volunteer coordination/ management a plus
- Strong cross-functional, project management experience including planning, scheduling, monitoring and stakeholder reporting
- Knowledge of and/or existing relationships with statewide organizations, community-based organizations, and direct services organizations.
- Knowledge of and/or lived experience with Medi-Cal, CalFresh, SNAP, and other family public benefits is a plus
- Ability to communicate fluently in language(s) other than English
- Experience in and knowledge of social/health policy and/or advocacy
- Knowledge of methods of successfully building relationships and trust with people from diverse cultural backgrounds; advancing collaboration and breaking down barriers within an organization and among community members.
- Ability to work evenings and weekends occasionally
- Working knowledge of video-conferencing tools (specifically Zoom, GoToMeeting) and project management tools (Basecamp, Slack, Asana or similar)
- Ability to analyze problems; identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals
- Proficiency in all Microsoft Office applications
- Demonstrated ability to handle multiple projects at a time, prioritize duties, and work independently while functioning as a member of a team
- Excellent organizational and administrative skills, writing and proofreading skills, oral communication and public speaking skills

### **APPLICATION PROCESS**

Email resume and cover letter summarizing interests & qualifications to [search@childrenspartnership.org](mailto:search@childrenspartnership.org). State "CE&A Manager" in the subject line. No phone calls, please.

### **SALARY & BENEFITS**

The starting salary range for this position is \$70,000 - 85,000 based on experience and skill set. The Children's Partnership also offers an excellent benefits package which includes 100% employer paid premiums for health, vision, dental, life insurance, and long-term disability. TCP offers a matching 401K, generous time off policies and dedicated professional development funding that encourages and supports growth opportunities for all full-time team members.

TCP is an Equal Opportunity Employer that values and welcomes diversity in the workplace and will not discriminate against applicants or employees based upon any characteristics that are protected by federal, state, or local laws, regulations or ordinances.