



5604 Solway Street, Pittsburgh, PA 15217

412.421.3889
tryingtogether.org

Position: Policy and Outreach Coordinator
Full-Time | Salary Range: \$35,000 - \$39,000

Culture:

Trying Together’s mission is to support high-quality care and education for young children.

Trying Together is a Pittsburgh-based nonprofit that supports the work of early childhood by providing advocacy, community resources, and professional growth opportunities for the needs and rights of children, their families, and the adults who interact with them. A fast-paced organization, Trying Together looks for dedicated and passionate staff who bring positivity to their work and a solution-oriented sensibility.

Trying Together is an equal opportunity employer. Trying Together does not discriminate and encourages qualified candidates of any gender, race, class, sexual orientation, faith, disability, or age to apply. All candidates will be evaluated on a merit basis.

Purpose:

The Policy and Outreach Coordinator provides support to the public policy and advocacy efforts through mobilization and outreach. Mobilization efforts will support Trying Together’s policy agenda, local campaigns such as Hi5! and Call It Child Care, and statewide advocacy campaigns such as Pre-K for PA, Start Strong PA, and Childhood Begins at Home.

Responsibilities will also include administrative and organizational tasks for the public policy team that further the statewide campaigns and the policy agenda initiatives. This is a full-time position that will include some evening and weekend hours as well as some regional travel.

This position will report to the Director of Public Policy and work collaboratively across Trying Together teams.



Responsibilities:

- Assist in the delivery and implementation of grant-supported advocacy activities
 - Support mobilization activities including, but not limited to, individual meetings with early childhood professionals and programs, small and large group meetings, site tours, media and press events with legislators and grassroots leaders
 - Connect specific mobilization efforts with short-term outcomes to Trying Together's long-term strategic plan goals of growing the base of early childhood advocates across the southwest PA region
- Coordinate the logistics of the Hi5! Kindergarten transition efforts including
 - Data collection from 43 school districts in Allegheny County
 - Working with communications team to develop content for quarterly newsletters
 - Supporting leadership and regional meetings, professional development, and events
- Further support and mobilize efforts of the #Callitchildcare campaign including:
 - communicating the campaign to providers
 - identifying and pursuing opportunities to expand the message to families and non-early childhood audiences, including building partnerships with multiple external organizations
- Maintain a working knowledge of significant developments and trends in the early childhood field at the national, state, and local levels.
- Participate in initial and ongoing professional development for the purpose of professional growth and skill development.
- Administrative tasks for the policy team including but not limited to
 - Assisting with scheduling and maintaining contact lists for providers, legislative staff, and other stakeholders
 - Supporting meeting logistics like note taking, Zoom links, event space (when in person resumes)



- Coordinating material needs with campaign partners and local organizations including pick up/drop off, as appropriate
- Document and record program activities for reporting requirements and evaluation both internally and externally
- Consistently use the NeonCRM platform to build relationships with constituents, record data that measure project performance, and support continuous quality improvement in the organization's resources and services.
- Commitment to racial equity and inclusion and a willingness to do the ongoing personal work to bring about a more just society.
- Promotes and supports the vision, mission, and goals of Trying Together. To learn more, visit www.tryingtogether.org.

Qualifications:

- Knowledge of early childhood development, high-quality early childhood practices, current trends and challenges, and early childhood systems
- At least 1-2 years experience in mobilization, grassroots organizing, and/or community outreach and engagement
- Knowledge of state and local government systems as well as campaign organizing to influence elected officials, legislation, and public policy
- Demonstrated successful experiences in working with diverse populations and communities
- Bachelor's degree preferred, but experience in lieu of a degree will be considered

Skills:

- Proficiency in office software including spreadsheets, word processing programs, e-mail, Google Suites, group messaging, conference call, webinar management, and calendars, at a high competency level
- Comfort with technology tools including tablet computers, laptops, presentation equipment, and additional hardware as needed, including a willingness to learn new



technologies

- Effective organizational skills and ability to handle multiple tasks and projects
- Detail-oriented individual who can take initiative to pursue opportunities, while documenting key outcome data
- Excellent written and oral communications skills
- Strong time management and ability to manage multiple projects with deadlines
- Able to work independently and as a team member
- Analytical and problem solving skills

Required Clearances:

- Clean Act 33 Child Abuse Clearance.
- Clean Act 34 PA State Police Clearance.
- Clean Act 73 Federal Criminal History Clearance.
- National Sex Offender Registry (NSOR) Verification.
- Valid Driver's License and proof of insurance.

Required Training:

- Mandated Reporter Training (must be completed in the first month of placement).
- NeonCRM Training (required and recommended online courses must be completed in the first three months of placement).
- PQAS Professional Development Instructor Certification (must be obtained within the first year of employment).

Benefits:

- Competitive compensation and benefits package.
- Appreciative inquiry and strengths-based review process.





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Interested Applicants:

Applicants must apply at tryingtogether.applytojob.com/apply and upload their resume and three work-related references. Phone calls will not be accepted. Posting will remain open until filled.

