



Position: PN-3 Early Childhood Policy Manager

Full-Time | Salary: \$46,000 - \$49,000

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 PN-3 Early Childhood Policy Manager provides management support for developing the organizational capacity to ensure that all families with children 0-3 receive appropriate service identification and coordination focusing on families with the highest need and ensuring access to service providers that can best meet those needs. The position provides expertise on how policies impact children 0-3 and their families in the SWPA region and specifically in Allegheny County. This is an early career position with the opportunity to develop and deepen policy skills in early childhood and prenatal to three content. This is a full-time position that works within a strong team that will include occasional evening and weekend hours and some travel.

PN-3 Local, Regional, and State Initiatives

- Staffing the Pritzker PIG-Allegheny County, PA leadership team
- Supporting the development of a comprehensive Allegheny county-wide PN-3 plan
- Convening/fostering collaboration across program leadership teams and existing groups that focus on families of PN-3
- Monitoring/tracking progress on Pritzker work plan activities
- Communicating successes and challenges of grant activities internally and externally as appropriate
- Communicating the Initiative's goals/progress across county departments and identifying opportunities for coordination across all departments of county government
- Managing and coordinating the local research agenda on key opportunities and initiatives that focus on families of PN-3
- Communicating and supporting implementation of best practices within sectors as identified
- Connecting with statewide advocates around the Commonwealth's Early Learning Pennsylvania (ELPA) agenda and Pennsylvania's Pritzker Policy Initiative
- Promoting the development and sharing of high quality data and evaluation of Initiative strategies.



ELPA Campaign Support

- Staff the Childhood Begins at Home Campaign for the Trying Together Policy Team.
- Represent Trying Together on ELPA committees to support broader PN-3 work.
- Contribute to internal policy message development as well as message development for advocacy campaigns in which Trying Together participates.
- Assist in the delivery and implementation of grant-supported advocacy activities in accordance with the mission and the goals of Trying Together.
- Work effectively and collaboratively with partnering advocacy organizations, elected officials, and community stakeholders.
- Document and record activities for reporting requirements and evaluation both internally and externally.
- Meticulously document and record program activities and outcomes, and contribute to reports and evaluations both internal and external to document program impact.

Advancing Policy Agenda

- Support the development and advancement of the Trying Together Public Policy Agenda. Activities may include contributing to the writing of a new agenda, strategy for promoting the agenda, implementation of activities such as white papers, resource guides, professional development, etc.
- Establish connections internally across departments and externally with local/regional organizations to advance policy agenda and advocacy work.
- Opportunities to co-develop reports, issue briefs, policy memos, white papers, and position statements on issues that fall under Trying Together's policy agenda. Work may include serving as the co-author, as well as project management of stakeholders contributing to reports for larger campaigns.
- Maintain a working knowledge of significant developments and trends in the early childhood field at the national, state, and local levels including both early learning and health.
- Connect practice and professional learning opportunities through creation and support of professional training and workshops aligned to policy agenda.
- Identify ways to collaborate with the field to facilitate feedback loop for practice to impact policy.
- Strategize how to build on the creation of a legislative agenda and develop the ability to influence policy and legislation beyond advocacy for budget lines and increased investments.
- 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.
- Consistently use the NeonCRM platform to build relationships with constituents, record data that measures project performance, and to support continuous quality improvement in the organization's resources and services.



Requirements (skills, abilities and knowledge)

- Solid record of accomplishing challenging goals in highly professional work environment(s)
- Proven ability to work effectively with people from diverse backgrounds and at different professional levels to accomplish mutual goals
- Track record of collaborating and contributing to the success of interdisciplinary teams
- Some experience with grants, including monitoring and reporting
- Demonstrated ability to work independently, meet deadlines, manage multiple responsibilities, and prioritize tasks
- Strong analytic, research, critical thinking and writing and presentation skills
- Comfortable and articulate when speaking in public
- Familiarity with PN-3 issues, financing and opportunities, or willingness to learn about these issues quickly
- Knowledge of local and state early education public policy preferred

Qualifications

- At least 3 years of professional experience overall.
- Knowledge of early childhood as a content area and the systems that support it.
- Strong relationship builder and communicator with experience leading diverse work teams and community partners.
- Working knowledge of Microsoft office and program management software (e.g. Basecamp, MS Project etc.)
- BS/BA degree in organizational management, public policy, education or a relevant field, MS/MA is a plus.
- Ability to think strategically to reach our goals.
- Excellent organizational and leadership skills.
- An analytical mindset with great problem-solving abilities.
- Excellent communication skills.
- Ability to travel as needed.

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).





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tryingtogether.org

Physical Requirements:

- Ability to lift 10-20 pounds.

Benefits:

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

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.

