



**Job Announcement: *Policy Associate***  
**Open until filled | Application review begins *July 29, 2021***

**About EOI**

The Economic Opportunity Institute’s mission is to build an economy that works for everyone by advancing public policies that promote educational opportunity, good jobs, healthy families and workplaces, and a dignified retirement for all. We employ high quality research, careful policy analysis and development, and strategic advocacy and public communications to develop pragmatic and innovative policy solutions that build long-term economic security for working families, primarily in Washington State.

**Our Commitment to Racial Equity**

EOI is committed to advancing racial equity. We recognize that we cannot be successful in building a just economy for all without directly addressing institutional and structural racism, which create devastating economic, educational, and health disparities. We seek to apply a racial equity lens to our public policy research, communications, and advocacy work. We strive to include the voices of communities most impacted by racism.

EOI also strives to dismantle institutional racism in our internal governance policies, hiring practices, and workplace culture. We are committed to nurturing an equitable and diverse work environment where all employees feel safe, included, valued, and supported. We will practice our anti-racist values within EOI and continue to learn, reflect, and act with courage, openness, and humility.

**Position Summary**

Join a dedicated team of people researching and advocating for educational opportunity, good jobs, healthy families and workplaces, and a dignified retirement for all in Washington! The Policy Associate will lead EOI’s policy and advocacy portfolio in early learning and care and contribute to related policy development as part of EOI’s family economic security policy team.

This position reports to the Policy Director. Currently, EOI staff works primarily remotely, and EOI is transitioning to a hybrid office/telecommuting work policy that is still in development. Our office is located in downtown Seattle, Washington. Some travel, mostly within Washington State, is required.

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**“Because we need more than a rising tide.”**

## Key Responsibilities

- Lead EOI's policy portfolio on child care and early learning, including helping set larger vision and goals, developing strategies and specific policy proposals, and representing EOI in a variety of settings and at local, statewide, and national tables.
- Develop and maintain expertise on research and policy advances related to early learning and care, the well-being of young children and their families, and equitable opportunity. Conduct primary and secondary research in support of policy development and evaluation, using a range of qualitative and quantitative sources and techniques. Write policy briefs, fact sheets, blog posts, and other documents synthesizing findings, analyses, and proposed policy changes.
- Convene, lead, and participate in coalitions, workgroups, and strategy teams to advance an agenda to provide all children in Washington State with access to culturally appropriate quality care and early education, that is affordable and accessible to their families, in a system that recognizes the professionalism of its workforce with living wages and full benefits, and enjoys robust public financial support.
- Engage in intersecting current and emerging EOI policy areas, including the care economy, family economic security, racial and gender equity, and educational opportunity.
- Work collaboratively with other EOI staff to solicit community and stakeholder input on issues and policy solutions, and facilitate grassroots engagement in policymaking and evaluation.
- Build and maintain relationships with policymakers, administrators, stakeholders, and organizational allies in order to further adoption and successful implementation of positive policy change.
- Work collaboratively with EOI's communications and other staff to develop and implement a strategic communications plan related to early learning and care vision and policy proposals. Be a public spokesperson for EOI with media and diverse audiences on early learning and related issues.
- Support EOI fundraising and development activities in collaboration with EOI's development staff, including but not limited to supporting the solicitation and fulfillment of grants to support work on early learning and care and other areas of policy engagement.

- From time to time, supervise interns. Participate as an EOI team member, including in our internal work to dismantle institutional racism and to remain a strong and successful progressive public policy institute.

## **Keys to Success**

### *Values*

- A commitment to progressive public policy issues and enthusiasm for EOI's mission, policy goals, and organizational values
- A commitment to racial equity, and the ability to establish and/or deepen a racial justice approach to organizational and/or campaign communications

### *Characteristics*

- Demonstrated understanding of the intersections between poverty, racial inequities, and gender-based inequities
- Ability to work both independently and collaboratively
- Reliability in following through on commitments
- Positive outlook
- Creative mind with ability to take initiative and suggest improvements
- Willingness to be a team player
- Flexibility and adaptability
- Regular practice of self-reflection and openness to growth
- Commitment to contributing to EOI's work culture (see "work environment, schedule, and culture" section below)
- Experience working in multi-cultural and multi-racial settings

### *Skills, Experience, and Requirements*

- A minimum of 5 years professional policy experience in some combination of government relations, policy research, coalition leadership, and/or other related work
- Background in early learning and care policy or closely related field strongly preferred
- Familiarity with the policy making process
- Strong interpersonal skills
- Effective written and oral communication skills, with demonstrated experience

- Demonstrated leadership ability
- Proficiency with Microsoft Office
- Willingness to work with diverse coalitions and partners
- Ability to be present in EOI's downtown Seattle office on a weekly basis (once COVID restrictions are fully lifted), to be present in Olympia during legislative sessions, and to occasionally travel to other parts of the state and U.S.

### **Work environment, schedule, and culture**

- Currently, EOI staff works primarily remotely, and EOI is transitioning to a hybrid office/telecommuting work policy that is still in development. Our office is located in downtown Seattle, Washington. Some travel, mostly within Washington State, is required.
- EOI staff work Monday through Friday during traditional business hours. We strive to provide staff with the flexibility they need to care for themselves and their loved ones and to keep the usual workweek to 40 hours. Occasional longer hours and evening or weekend work may be required.
- EOI strives to create and maintain a work environment in which people are treated with dignity and respect. EOI will not tolerate discrimination or harassment of any kind.

### **Compensation**

This is a full-time, overtime-exempt salaried position that includes a generous paid leave package, medical and dental benefits, and a retirement plan. The salary range is \$77,000 to \$90,000, depending on qualifications and experience.

### **To Apply**

This position is open until filled. ***Application review begins July 29, 2021.***

No phone calls, please. **Submit your application in PDF or Word Document format as one file named with your first and last name (for example: Tamia\_Jones.pdf), to include:**

- 1) A resume (1-2 pages) and cover letter (1-2 pages) that specifies why you are interested in this position and how your experience, background, and skills would help you succeed.
- 2) Three professional references (with daytime email and phone numbers). References will not be contacted without prior approval of the job candidate.

Applications should be addressed to Marilyn Watkins and emailed to [info@eoionline.org](mailto:info@eoionline.org) with "Application for Policy Associate" in the subject line.