Job Announcement: Policy Associate/Senior Policy Associate
Open until filled | Application review begins September 26, 2017

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. Our work involves high quality research, careful policy analysis and development, and strategic advocacy and public communications – all designed 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: To fulfill our mission, we must acknowledge the structural and institutional racism that manifests as ongoing and devastating economic, educational, health and other disparities facing our communities. EOI has recently convened a Race and Social Justice Workgroup to begin integrating a racial equity lens into our public policy research, communications and advocacy, internal governance, and external relations. We still have much to learn, and we will continue to reflect and act with courage, openness, and humility.

Equal Employment Opportunity Statement: EOI provides equal employment opportunity to all volunteers, employees and applicants for employment without regard to race, color, creed, sex, national origin, age, sexual orientation, religion, ancestry, marital status, or the presence of a sensory, mental or physical handicap. Subject to occupational requirements and the ability to perform the job, and as provided under all governing laws, statutes and implementing authority, EOI will make reasonable accommodations required by law to qualified individuals with disabilities.

Position Description and Key Responsibilities
Lead EOI’s policy work in early childhood education and higher education by conducting policy research and development, disseminating findings to diverse audiences, and promoting change through strategic advocacy. Report to the Policy Director.

Coalition-building and stakeholders: Work with members of the early learning and higher education workforce, parents, students, community-based and labor organizations, elected officials, and state and local agencies to identify key issues at the intersections of economic mobility, child care/early learning, and higher education in Washington.

Research, writing and policy development: Conduct original and secondary research and develop policy proposals that are embraced by working families and individuals and advance the following objectives: 1) enhance the quality, affordability, and public financing of early learning and higher education, 2) improve the economic security and mobility of the early learning workforce, and 3) promote vibrant and equitable economic opportunity and growth, with an emphasis on communities of color, women, immigrants and other marginalized groups. Work with grassroots and community partners to carry out administrative, legislative, and budget advocacy.

Communications: Work with EOI communications staff to prepare and publish reports, briefs, fact sheets, blog posts, and other publications related to the issue areas noted above. Catalyze public discussion of these issues and EOI’s policy solutions via public presentations, interviews with local media, etc.
Community participation/involvement: Convene and participate (via facilitation, technical assistance, etc.) in coalitions, advisory boards, committees, and stakeholder groups looking to advance policy change in early learning or higher education, both in Washington and in other states. Represent EOI to decision-makers, other stakeholders, media, and the general public at events.

Internships and supervision: Occasionally supervise the work, or portions of work, conducted by one or more interns.

Support EOI development: Work with development staff on funding requests to support work. Attend staff and board meetings and participate with other staff members in the ongoing work and development of the organization.

Preferred Experience/Qualifications
The ideal candidate will possess many of the following skills, experiences and qualifications:

- An interest in progressive public policy issues surrounding broad-based economic opportunity and security, and enthusiasm for EOI’s mission, policy goals, and organizational values.
- A commitment to racial equity, including an understanding of how race dynamics impact supervisory relationships, organizational culture, partnerships, campaigns and coalition work – and the ability to establish and/or deepen a racial justice approach to EOI’s work in early learning and higher education.
- Bachelor of Arts or advanced degree in education, public policy, public health, social work or a related field.
- At least two years’ experience in public policy advocacy, research, and/or analysis (including internships, fellowships, and graduate-level capstone projects).
- One or more years of professional experience within the early learning/child care system (e.g. current or former teacher, assistant teacher, center director, agency employee).
- Organizing experience, particularly in building or working within broad, cross-issue coalitions.
- Excellent written and oral communication skills – able to understand complex policy subjects and write accurate, clear and compelling material suitable for publication. Willing to engage in public speaking.
- Fluency in a foreign language with a presence in the early learning community (e.g. Somali, Spanish).
- Strong computer skills, particularly with office applications such as Microsoft Word, Excel and PowerPoint.
- Proficiency in quantitative analysis.
- Superb organizational skills, very strong attention to detail, positive attitude, and flexibility on work assignments. Able to meet deadlines, prioritize tasks, stay on top of all to-do/follow-up items.
- A friendly, approachable manner that creates positive connections with people, and the ability to work independently, collaboratively, and with diverse groups of people
- Ability to provide personal transportation (with mileage compensation) when required by job duties/responsibilities, and willingness to work out of EOI’s offices located in downtown Seattle, Washington.

Compensation
This is a full-time salaried position with a generous paid vacation and holiday package, medical and dental benefits, and a retirement plan. Policy Associate base salary is $47,476; Senior Policy Associate base salary is $57,476. Additional increments of pay for experience and education provided according to organizational
salary scale as approved by EOI Board of Directors. Medical and dental benefits cover employee, spouse or domestic partner, and all dependents. EOI participates in a TIAA/CREF retirement savings plan whereby the employer contributes the equivalent of 10% of salary after one year of employment. Paid time off begins at 20 days in the first year of employment, with an additional 5 days/year accrued for every two years of service, up to a maximum of 30 days.

To Apply
No phone calls please. Please email your application package to John Burbank, Executive Director, at info@eoionline.org with “Application for Policy Associate” in the subject line. Submit your application in PDF format as one file named with your first and last name (for example: Chris_Jones.pdf), to include:

1) A letter of interest (1-2 pages) and resume (1-2 pages), that specifies why you are interested in this position, and how your experience, background and skills would transfer, relate to or fulfill this job description.

2) A writing sample illustrating your ability to write about a public policy issue for an interested – but not necessarily expert – audience.

3) Three professional references (with daytime email and phone numbers). References will not be contacted without prior approval of the job candidate.

This position is open until filled. Applications will be reviewed on a rolling basis starting September 26, 2017.