

Posted February 17, 2022

Campaign Coordinator

Schuyler Center for Analysis and Advocacy

All New York City Full Time

Compensation: \$55,000 to \$68,000 Annually

Background:

The Schuyler Center for Analysis and Advocacy is a statewide, nonprofit, nonpartisan organization dedicated to advancing policies that strengthen New York families and improve child well-being so all New York children have a fair opportunity to thrive.

The Empire State Campaign for Child Care (ESCCC) was formed in 2017 to bring together individuals and organizations dedicated to winning increased state funding to address the state's child care crisis. Today, ESCCC has over 60 organizational members including provider networks, labor unions, advocacy organizations, policy experts, resource and referral agencies, and parent groups. The Campaign Coordinator will be an employee of the Schuyler Center for Analysis and Advocacy, which is a founding member and among the leaders of ESCCC. The successful candidate will work closely with and be responsive to the ESCCC Steering Committee.

Position Summary:

The Schuyler Center and ESCCC Steering Committee seek a highly competent full-time Campaign Coordinator to support, strengthen and expand the ESCCC. In this position, the Campaign Coordinator will work with the ESCCC Steering Committee to develop and implement a Strategic Campaign Plan to achieve universal child care in New York State over the next several years. The successful candidate will have a proven track record of successfully coordinating, or assisting in coordinating a grassroots, issue-based campaign, and will be committed to Schuyler Center's mission to improve the well-being of low income people and to advance equity, including by reducing racial and economic disparities.

Candidate must be based in New York State; preference for the Capital Region or areas near; open to other work arrangements. At present, this is at least a two-year fully grant-funded position with the hope (expectation) of continued funding.

Reports to Schuyler Center Director of Policy.

Responsibilities

- Work in coordination with the ESCCC Steering Committee to increase ESCCC membership; broaden ESCCC's base; increase and support parent and provider participation and leadership.

- Facilitate the development of a racial diversity, equity and inclusion plan for ESCCC;
- Facilitate the development and adjustment of ESCCC's policy strategy as needed to be responsive to emerging issues and opportunities.
- Work in coordination with the ESCCC Steering Committee to organize and implement statewide ESCCC events, as well as other activities designed to achieve ESCCC policy goals.
- Facilitate communication strategies to build public awareness and engagement with the ESCCC.
- Coordinate campaign staff and consultants.
- Represent ESCCC and Schuyler Center as needed on committees and coalitions and at public events.
- Call and schedule meetings, develop agendas, track and report on completion of work plan objectives; ensure timely submission of grant reports.
- Set, attend and facilitate the ESCCC Steering Committee; work with Standing Committee Chairs to set meeting agendas; keep meetings focused and ensure follow through on delegated responsibilities.
- Ensure consolidation and regular updating of list serves and databases
- Ensure web site content remains current, relevant, accessible and informative
- Maintain centralized and accessible online source of key ESCCC documents.

Experience/Skills

- At least 3 years of professional experience working on grassroots organizing campaigns, issue-based campaigns, or legislative campaigns required in escalating leadership roles and responsibilities.
- Demonstrated success in setting priorities, shaping processes, and developing infrastructure that creates strong and efficient advocacy efforts.
- Demonstrated ability to work independently with minimal supervision.
- Strong organizational skills with demonstrated success developing and advancing programs and campaigns.
- Excellent communication (written and verbal), negotiation, and coalition-building skills.
- Experience navigating cross-organizational partnerships. Strong ability to work with a variety of personality types and work styles
- Demonstrated success at setting and meeting racial equity focused goals, and at developing trust within diverse communities.
- Familiarity with New York State government.
- Knowledge of, and experience in the child care system is desirable, not required.
- Ability to work in a team environment with diverse allies.
- Spanish language fluency, both verbal and written, is preferred.

Compensation

Salary range: \$55,000 – \$68,000; Schuyler Center offers a competitive benefits package. We are committed to providing a diverse and inclusive environment and are an Equal Opportunity Employer.

To Apply: Email your cover letter and resume to bwcarreker@gmail.com