



Children's Advocacy

ALLIANCE

an independent voice
for nevada's children

POSITION OPENING: Northern Nevada Campaign Coordinator

The Children's Advocacy Alliance (CAA) is seeking a Northern Nevada Campaign Coordinator to implement Strong Start for Children: Building Nevada's Future (Strong Start) community engagement strategies in the area of early childhood learning and school readiness.

ORGANIZATION AND CAMPAIGN BACKGROUND

Children's Advocacy Alliance is an independent voice dedicated to achieving public policy wins in the areas of children's safety, children's health and school readiness. The CAA creates lasting change by tackling the biggest issues that kids and families face by:

- Bringing people together to build consensus around priorities and to leverage our collective strength toward real reform;
- Collecting, analyzing and sharing research and information with people who make decisions impacting Nevada's children and families; and
- Building public will through education, outreach and advocacy to solve expansive and chronic problems facing kids and families.

Strong Start is a community outreach campaign aimed at mobilizing parents, educators, advocates, and community and business leaders to make quality early childhood education a priority in the state. Strong Start engages others for early childhood education by:

- Building public will through education, outreach and advocacy to create a collective voice to promote early childhood education in Nevada;
- Developing a grassroots movement and increasing business involvement in supporting early childhood education; and
- Collecting and sharing research and information for the Nevada community.

Strong Start is organized and managed by the CAA. The campaign is guided by the Strong Start Advisory Council that includes early childhood professionals and experts from across the state.

POSITION DESCRIPTION

The Campaign Coordinator reports directly to the Executive Director of CAA and will oversee Strong Start community outreach initiatives in Northern Nevada. This includes coordinating Northern Nevada community engagement activities and conducting advocacy trainings.

DUTIES AND RESPONSIBILITIES INCLUDE (but are not limited to):

- Work independently to meet monthly objectives set by the School Readiness Policy Manager and the Executive Director.
- Develop communication tools such as memos, professional correspondence and advocacy materials for distribution to council members, advocates and potential supporters.
- Research opportunities in Northern Nevada to increase exposure and create action plans for Strong Start.
- Actively engage with the community and key partners in Northern Nevada by participating in relevant meetings, councils, conferences, and other events.
- Pursue, coordinate and staff tabling events in Northern Nevada for Strong Start.
- Work with the Executive Director, CAA staff and Strong Start Advisory Council to implement outreach and coordinate media efforts for the campaign.
- Coordinate and facilitate advocacy trainings in Northern Nevada.
- Train volunteers to facilitate tabling events and trainings in Northern Nevada, with the support and assistance of CAA staff.
- Attend meetings and conferences as required for technical assistance/professional development.
- Provide monthly updates to the Strong Start Advisory Council regarding community outreach efforts in Northern Nevada.
- Perform all other duties as needed and assigned by the Executive Director.

The Northern Nevada Campaign Coordinator must have reliable transportation to attend meetings and events in the community, must be willing to work some nights and weekends as needed, and must be able to travel as needed.

QUALIFICATIONS:

- Preferred candidates will have at least a bachelor's degree in early childhood education or social service field, preferably child development or a related field and/or will have some experience working in a government or advocacy setting.
- Experience with group facilitation and coalition building are strongly preferred.
- Experience with conducting trainings (adult education); current approval and/or ability to receive approval as a Nevada Registry trainer.
- Experience with MS Office software, including Word, Excel and PowerPoint.
- Experience with and understanding of social media.
- Essential qualities include: self-driven work ethic and comfortable working independently with minimum direct supervision to meet goals; excellent communication (oral and written) and interpersonal skills; ability to multi-task and organize, focus on details and work under tight timelines.
- Ability to multitask and manage multiple priorities in heavy volume, high paced environment.
- Ability to prepare records and reports on a timely basis, and to forward reports as required.
- Ability to establish and maintain effective working relationships with team members, council members, and all partner organizations.
- Bilingual in English/Spanish is a plus, but not required.

HOW TO APPLY

The Northern Nevada Campaign Coordinator is a full-time, grant-funded position based in Reno, Nevada. Children's Advocacy Alliance offers competitive compensation, commensurate with experience, and a benefits package.

To apply please send resume, cover letter (including salary requirements) and a writing sample to denise.tanata@caanv.org, subject line: SS Campaign Coordinator. We are seeking to hire this position right away, as such this announcement will remain posted only until the position is filled. **No phone calls please.**

Children's Advocacy Alliance values diversity and is an equal opportunity employer: women, minorities, and people with disabilities are encouraged to apply. Please note that only those individuals whose qualifications match the current needs of this position will be considered applicants and will receive responses from Children's Advocacy Alliance.

For more information about the **Children's Advocacy Alliance**, please visit www.caanv.org.

For more information about **Strong Start for Children: Building Nevada's Future**, please visit www.strongstarnevada.org.