



Job Description Public Policy Coordinator

Job Title:	Public Policy Coordinator	Status:	Regular, Full-Time
Reports To:	Public Policy & Advocacy Manager	Salary Range:	\$19.00 - \$21.50/hour, DOE/DOQ
Program:	Public Policy & Advocacy	Classification:	Non-exempt

The Mockingbird Society™ is an advocacy organization that thinks holistically, creatively and passionately about meeting society’s obligations to children and youth who need out-of-home care – those who must leave family homes that cannot or do not provide adequate care. The young people we serve often move through a variety of living situations, including foster homes, kinship care, and different manifestations of youth homelessness. Our work is to ensure that the systems of care that serve these young people provide the services that are needed, with the standard of excellence that all children deserve. Our advocacy is rooted in the direct experience and voice of young people who have experienced foster care and youth homelessness.

POSITION SUMMARY

The Public Policy Coordinator is a new position that will contribute significantly to The Mockingbird Society’s goal to end youth homelessness. King County is embarking on an ambitious plan to prevent and end youth homelessness by 2020; this position will play a key role in organizing, planning, and strategizing around youth and young adult engagement in this effort. This position will work under the supervision of the Public Policy & Advocacy Manager and will work in close collaboration with a .5 FTE young adult advocate. The position will conduct a landscape assessment, develop strategic partnerships with service providers and coalitions, and engage young people with lived experience to advocate for a seat at the table in King County’s work to end youth and young adult homelessness.

This position is grant-funded; unless renewed, funding will expire on 12/31/2020.

ESSENTIAL RESPONSIBILITIES

- Conduct landscape assessment of current status of youth-led advocacy at the King County level. Identify potential advocacy partners, key dates & advocacy opportunities, and determine how best to engage with King County campaign activities.
- Establish partnerships with local coalitions, advocacy groups, and governmental stakeholders around actively seeking and effectively engaging youth voice.
- Approach planning and organizing work with a commitment to advancing racial equity and addressing systemic oppression.
- In partnership with youth advocate colleague, conduct outreach through advocacy partners to youth and young adults with lived experience to engage them in advocacy activities and focus groups to inform key strategies and priorities.
- Hold and/or participate in County-level meetings to advance strategies and policies identified, including testifying at King County Council meetings, meeting with individual Councilmembers and/or Executive staff.



- Educate partners engaging youth voice to ensure that they not only rely on but also employ (and adequately compensate) more than one young person's voice.
- Collect data, stories of impact, and other materials to evaluate success and refine strategies.
- Other duties as assigned to support the mission.

QUALIFICATIONS

- Experience with, and/or commitment to having, race equity, social justice, and cultural competence be a workplace and public policy priority.
- At least two years of experience in public policy, youth development, community organizing, and/or related fields.
- Experience with homelessness or related human services policy and/or King County political process preferred.
- Excellent relationship-building skills; ability to maintain a positive, professional, and service-oriented demeanor at all times toward a variety of youth, donors, community members, elected officials, etc.
- Excellent presentation, facilitation, and public speaking skills are preferred.
- Excellent written communication skills.
- Understanding of, and commitment to, youth/adult partnership philosophy; experience in mentoring and coaching youth and young adults is a plus.
- Excellent project management skills; ability to multitask, meet deadlines, and balance priorities.
- Bachelor's degree in social work, public policy, public administration, or related field, or a comparable combination of education and experience, is preferred.
- Proficiency in the Microsoft Office (Excel, Word, PowerPoint).

OTHER REQUIREMENTS

- Ability to perform physically; exerting 50 pounds of force occasionally and 10 pounds frequently.
- Upon date of hire, must be able to pass a Washington State and national criminal history check.
- Must have valid driver's license, appropriate insurance and access to a vehicle or source of transportation for regular business use throughout Washington.
- Available to work some evenings and weekends with occasional local travel, as needed.

EMPLOYMENT POLICY

The Mockingbird Society is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, gender identity, or any other legally protected status. **We welcome all applicants, especially individuals with experience as foster care providers, alumni of foster care, and those who have experienced youth homelessness.**

COMPENSATION

The approved pay range for this position is between \$19.00 and \$21.50 per hour, depending on experience and qualifications. Benefits include medical/dental insurance, generous vacation, sick leave, annual holidays, and a SIMPLE IRA retirement plan with employer match.



HOW TO APPLY

Send resume and cover letter to jobs@mockingbirdsociety.org with “Public Policy Coordinator” in the subject line.

The Mockingbird Society is committed to actively creating racial equity and eliminating the impact of intersectionality by embodying the changes we want to see in our work. **Applicants are requested to include a statement regarding how they would support and further this goal in their cover letter.**

Position is open until filled; priority consideration will be given to applications received by **January 25, 2019**. Due to our desire to most effectively use our time in service to our mission, we ask that prospective candidates follow the instructions above; no calls, please.