



525 E. 7th Street, Suite C203
Long Beach, CA 90813
+1 (562) 983-1333
www.californianstogether.org

POLICY ASSOCIATE – DUAL LANGUAGE LEARNERS

Status: Full-Time; Exempt

Location: CA-Based Location Flexible (Remote/Hybrid w/ Limited Travel)

Salary Range: Policy Associate: \$65,000 - \$75,000, Senior Policy Associate: \$72,000 - \$85,000

Reports To: Deputy Director

ABOUT CALIFORNIANS TOGETHER

Californians Together is a statewide advocacy coalition of powerful organizations from all segments of the education community. Our member organizations come together to champion the educational success of California's 1.1 million English learners by overcoming and transforming the harms of systemic racial, language, and cultural inequality in education and to close opportunity gaps. To learn more about Californians Together, please visit californianstogether.org.

POSITION SUMMARY

Californians Together seeks a dynamic, results-oriented professional to join a 5-person policy team to assist with research, analysis, writing, and overall execution of Californians Together's policy and advocacy agenda. The Policy Associate's primary focus areas will include early childhood education issues and all areas impacting Dual Language Learner (DLL) and English learner (EL) students from birth to third grade. Through the organization's research, policy, advocacy and community engagement efforts, the Policy Associate will play a supporting role to ensure that California's early childhood education system meets the needs of DLL/EL students, including efforts to support the development of their home languages. This position will also support the development and dissemination of educator workshops related to the forthcoming English Learner Roadmap Toolkit for Early Childhood Education across the state.

Key Responsibilities

Under the direct supervision of the Deputy Director and with additional guidance and support from Californians Together's Executive Team and advisors, the Policy Associate's key responsibilities will include the following:

- Assist with the development and execution of Californians Together's advocacy efforts
- Research and stay up-to-date on early childhood education/DLL/EL policies and legislation and report relevant findings back to the team
- Conduct literature reviews, policy analysis and general research to support with drafting of organizational materials such as legislative fact sheets, policy briefs, PowerPoint presentations, policy briefs, reports, support letters, and web content to advance the organization's agenda
- Contribute to development of recommendations for state and local policy aimed at improving DLL/EL outcomes and eliminating disparities



- Provide event planning and facilitation support for events such as the dissemination of the English Learner Roadmap Toolkit for Early Childhood Education
- Represent Californians Together and its policy agenda with various audiences, including key policy and advocacy stakeholder networks
- Other duties as assigned, dependent on organizational needs and employee skills

CANDIDATE QUALIFICATIONS & DESIRED TRAITS

- 2-3+ years of relevant professional experience, ideally in an early education, education non-profit, or legislative/community engagement setting
- Demonstrated passion and commitment to the mission and work of Californians Together with a level of persuasiveness to secure support from others
- Bachelor's Degree or relevant experience demonstrating your technical writing and communications/facilitation skills and ability to present complex information concisely
- Comprehensive and detail-oriented research and analytic skills
- Comfortable networking and building relationships with stakeholder groups such as policy makers, funders, community members and other early learning/DLL stakeholders
- Project management skills including the ability to meet deadlines and effectively handle a variety of time-sensitive tasks and competing priorities with minimal supervision
- Proactive nature and eagerness to learn with a growth mindset
- Able to contribute to a high functioning and collaborative team environment

Nice-to Have Qualifications Although Not Required

- Subject-matter expertise, understanding and knowledge of early education, DLL/EL issues from birth to third grade, and/or familiarity with biliteracy and educator quality issues
- Experience as an early childhood educator and/or administrator
- Experience conducting policy and data analysis in education, preferably on issues related to improving opportunity and outcomes for DLL/EL students from birth to third grade
- Understanding of the legislative process, state budgets, and policy analysis and development
- Understanding of the role of advocacy in advancing a policy agenda
- Demonstrated experience using data to support policy development
- Ability to navigate politically sensitive conversations and situations
- Bilingual oral and written communication skills

COMPENSATION & OTHER BENEFITS

The annual salary range for this position is Policy Associate: \$65,000 - \$75,000, Senior Policy Associate: \$72,000 - \$85,000 and will be commensurate with experience. Californians Together also offer an excellent benefits package which includes full health, dental and vision benefits, retirement plan with employer contribution, holidays, vacation and sick days. The organization also closes between Christmas Eve and New Year's.



VACCINATION FOR COVID-19 POLICY

At Californians Together, the health and safety of our employees is of the utmost importance. As such, all employees are required to be fully vaccinated and remain up to date on their vaccinations for COVID-19. New hires should be fully vaccinated and up to date on their COVID-19 vaccinations prior to their first day of work. Requests for accommodations due to medical or religious reasons will be reviewed by Human Resources.

APPLICATION INSTRUCTIONS

Please send a cover letter, resume and two policy-related writing samples such as Policy Briefs, White Papers, Policy Fact Sheets, or Policy Memos.

We invite you to utilize your cover letter as an opportunity to:

- Tell a story that illuminates your interest in early education/dual language learning and Californians Together's mission
- Share how your background and experience align to this position

Please submit your application materials using the [Apply for This Job](#) link in the upper right-hand corner by the Priority Application Deadline of Friday, February 24, 2023.

Additional questions about the role or interview process can be directed to Vanessa Ramirez, Recruitment Consultant supporting this search at vanessa@californianstogether.org.

PHYSICAL DEMANDS/WORKING CONDITIONS

This is a full-time, forty-hour per week position, though additional hours and evenings may be necessary to attend events and functions. Work will include long periods of sitting and standing and driving, so reliable transportation and a valid driver's license is required. Time will be spent on the phone and sitting in front of a computer. Some lifting up to 15 pounds may be required. Limited physical effort required. Hearing, repetitive hand motions, sitting, talking, typing.

EQUAL EMPLOYMENT OPPORTUNITY

Californians Together is an equal opportunity employer, welcomes a diverse pool of applicants, and makes employment decisions on the basis of merit. Californians Together policy prohibits unlawful discrimination based on race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, military service, legally protected medical condition, or any other consideration made unlawful by federal, state, or local laws.

