

Placement Organization: [Department of Children, Youth, and Families](#)

Position Title: Early Learning Division Policy Fellow

Supervisor: Child Care Subsidy West Administrator

Location: Western Washington - this is a teleworking position at this time, with the possibility of returning to the office in the future. While teleworking, the candidate will be required to have an adequate workspace, reliable high-speed internet connection of 1.5 mbs or higher. Our equipment requires a wired Ethernet connection to work properly – no satellite internet or Wi-Fi.

Organizational Background

The Department of Children, Youth, and Families (DCYF) was created to be a comprehensive agency exclusively dedicated to the social, emotional, and physical well-being of children, youth, and families regardless of race, ethnicity, sexual orientation, or other socioeconomic factors. We believe our workforce should reflect the communities we serve and are actively searching for candidates that reflect that diversity.

Our guiding principles:

- A relentless focus on outcomes for children;
- A commitment to collaboration and transparency;
- A commitment to using data to inform and evaluate reforms, leveraging and aligning existing services with desired child outcomes;
- A focus on supporting staff as they contribute to the agency's goals and outcomes.

Position Summary and Job Duties

Job Duties and Responsibilities:

Reporting to the Child Care Subsidy West Administrator, this position participates in a variety of leadership, strategic planning, access and coordination, and research activities to advance early learning and child care access.

Antiracist Leadership:

Provides consultation to the management teams of the Early Learning Division regarding equity and inclusion and developing an antiracist system.

- Fosters a sense of community and shared purpose via collaboration and cooperation with others inside and outside DCYF.
- Partners with and is accountable to children, families, and communities of color.
- Actively demonstrates a commitment to supporting equity and inclusion, and serves as an advocate with colleagues, partners, and communities to meet programmatic goals and the mission of DCYF.

- Articulates and applies historical context of racism and understands the current reality of families and communities of color in order to support racial equity.
- Demonstrates awareness of biases, internalized racial superiority and oppression

Strategy:

- Engage in agency and division strategic planning efforts. Participate in the Expanded Early Learning Strategy Team meetings.
- Facilitate internal and external groups to develop and advance strategic planning efforts
- Develop and advance antiracist early childhood policy strategies on behalf of DCYF.
- Draft, edit, and/or produce policy and strategy documents.

Facilitation/Coordination:

- Lead, facilitate, and/or coordinate meetings with DCYF staff, partners, stakeholders, providers, and families.
- Coordinate and/or assist with project management to ensure various projects, priorities, and other initiatives are successfully planned, organized, and executed.

Community Mobilization/Advocacy/Coalition Work:

- Collaborate with partners and stakeholders to engage the public on the impacts of public policies.
- Develop and/or implement materials/presentations for policymaker, partner, and stakeholder education.
- Actively engage with the community and key partners by participating in relevant meetings, conferences, and other events.

Policy Research:

- Research, develop, and recommend policy changes to advance early childhood issues.
- Develop expertise in early learning policy.
- Conduct policy and legal research and analysis on topics related to early learning and child care access.
- Identify, monitor and analyze all relevant legislation at the local, state and federal level that impacts DCYF, utilizing a racial equity lens.
- Provide research support on early learning and child care access; Develop research questions, research design, and analytics strategies.
- Conduct quantitative and/or qualitative analysis on topics including early learning and child care access.
- Co-author reports and other publications to present research findings.
- Develop data visualizations (e.g., figures, tables, charts, etc.)

Communications:

- Develop presentations, reports, policy briefs, one-pagers, and other communication materials related to early learning and child care.
- Represent DCYF at community meetings.
- Lead creation of early learning and child care access content.
- Assist with/lead development of communications plans, including creation of tools to inform staff, community members, policymakers, and other stakeholders.
- Draft, proofread, and edit policy, procedure, and strategy documents.
- Design graphics for presentations and documents.

Tracking/Analyzing Policy:

- Participate in policy and procedure development.
- Track and analyze policy and keep current on emerging legislation related to early learning and child care.
- Attend and report on briefings, hearings, coalition meetings, and other constituent meetings as needed.
- Analyze state and federal agency reports to evaluate impact on DCYF objectives and budget.

Qualifications

The Pathwaves Fellowship is designed for “mid-career” professionals, which we define as people for whom at least two of the following statements are true:

- Five or more years of professional experience in early childhood work, policy work, healthcare, social services, community organizing, or a related field.
- At least one year of direct experience in a leadership role with a coalition or advocacy organization
- At least one year of experience managing a program, project, or team (including your own center or business.)
- Hold a bachelor’s or master’s degree in education, early childhood, public policy, social work, public health, or a related degree

Required Fellowship Qualifications:

- Meet the Fellowship “mid-career” requirements (see above)
- Demonstrated commitment to and interest in advancing racial equity and antiracism
- Learning and growth mindset, seeking opportunities to grow
- Shows initiative and curiosity about the work
- Strong communication skills, both in writing and orally

Additionally, we are looking for candidates who:

- Have a passion for early learning
- Have a desire to expand access to high quality child care
- Exhibit emotional intelligence
- Are adaptable
- Have experience in and can support agency change

Supplemental Information:

Per Governor Inslee’s [Proclamation 21-14](#) ([Download PDF reader](#)) state employees must be fully vaccinated no later than October 18, 2021. Being fully vaccinated against COVID-19 is a condition of employment. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. If you are a selected candidate, you will be required to provide proof of vaccination in order to become/remain a DCYF employee. You may request an accommodation if you are unable to meet the requirement due to a medical or religious necessity.

Prior to a new hire, a background check including criminal history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.