

SCPA's Pathwaves Fellow Job Description 2026

Organization Name	Supportive Childcare Provider Alliance (SCPA)
Organization Website	SCPAWA.ORG
About/Who We are	Supportive Childcare Provider Alliance (SCPA) is a community-based nonprofit dedicated to strengthening culturally and linguistically diverse childcare providers and the families they serve across Washington. Founded by and for childcare providers, SCPA provides advocacy, technical assistance, workforce development, health and wellness programming, and family support services. We believe that when childcare providers have the resources, knowledge, and support they need to thrive, children, families, and communities thrive alongside them.
Position Overview	The Pathwaves Fellow will advance SCPA's advocacy and policy work on behalf of immigrant, refugee, and non-English-speaking childcare providers and early learning educators. The Fellow will help shape and promote early childhood policy that supports culturally and linguistically diverse providers, strengthen community advocacy efforts, and build the organization's capacity to influence local and state decisions affecting the providers and families SCPA serves.

Examples of Job Duties and Responsibilities

Antiracist Leadership:

- Fosters a sense of community and shared purpose via collaboration and cooperation with others inside and outside *Supportive Childcare Provider Alliance (SCPA)*
- 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 *SCPA*
- Articulates and applies the 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 organizational strategic planning
- Develop and advance antiracist early childhood policy strategies on behalf of *SCPA*
- Draft, edit, and/or produce policy and strategy documents

Facilitation/Coordination

- Lead, facilitate, and/or coordinate meetings with key stakeholders, state legislators, advisory committees, and state policymakers
- Coordinate and/or assist with project management to ensure various projects, priorities, and other initiatives are successfully executed

Community Mobilization/Advocacy/Coalition work

- Collaborate with community-based advocates to engage the public on the impacts of public policies on their communities
- Engage and/or train advocacy leaders and networks
- Develop community engagement strategies
- Engage in coalition advocacy to support families, childcare providers, and the immigrant and refugee communities SCPA serves
- Serve as a community liaison for organizational advocacy efforts
- Plan and/or implement advocacy activities
- Develop and/or implement materials/presentations for policymaker education
- Actively engage with the community and key partners by participating in relevant meetings, conferences, and other events

Policy Research

- Develop expertise in early childhood policy issues such as childcare licensing and DCYF requirements, provider subsidy and reimbursement, workforce compensation, and access to culturally and linguistically responsive early learning
- Conduct policy and legal research and analysis on topics related to childcare licensing, early learning funding, provider workforce development, and equitable access for immigrant and refugee families
- Identify, monitor and analyze all relevant legislation at the local, state and federal level that impacts childcare providers, early learning educators, and the families they serve, utilizing a racial equity lens
- Provide research support on policy, advocacy, community engagement, and education; develop research questions, research design, and analytics strategies
- Manage data collection and statistical analysis
- Conduct quantitative and/or qualitative analysis on topics including advocacy, legislation, and policy literacy for childcare providers and early learning educators
- Co-author reports and other publications to present research findings
- Develop data visualizations (e.g., figures, tables, charts, etc.)
- Conduct literature reviews of early learning and education policy, opportunity gaps in early childhood, and effective strategies to support providers and families

Communications

- Develop presentations, reports, policy briefs, one-pagers, and other materials to frame policy discussion with key stakeholders and for use in external communications and engaging with media, policymakers and their staff, and community organizations
- Develop legislative summaries
- Represent *SCPA* at stakeholder meetings, coalitions, committees, hearings, and in discussions with potential partners and funders
- Lead creation of advocacy content

- Assist with/lead development of advocacy communications plans, including creation of tools to inform staff, community members, policymakers, and other stakeholders
- Support the production and maintenance of the orgs newsletter
- Draft, proofread, and edit policy and strategy documents
- Manage external communications, including social media
- Use pre-designed graphics for presentations and documents

Tracking/Analyzing Policy

- Track and analyze policy and keep current on emerging legislation related to early childhood education, childcare licensing, and provider workforce support
- Attend and report on briefings, hearings, coalition meetings, and other constituent meetings as needed
- Analyze state and federal agency reports to evaluate impact on *SCPA* objectives and budget

Fellowship Requirements & Sample Qualifications

Fellowship Requirements: The Fellowship is designed for early-to-mid-career professionals, which we define as people who have 6+ cumulative years of professional and/or educational experience in early childhood work, policy work, healthcare, social services, community organizing, or a related field.

Required Fellowship Qualifications:

- Meet the Fellowship requirements above
- Demonstrated commitment to and interest in advancing racial equity and centering communities of color
- Learning and growth mindset, seeking opportunities to grow
- Shows initiative and curiosity about the work
- Strong communication skills, both in writing and orally

Sample Skills and Qualifications:

- Strategic thinker, can balance competing interests to achieve shared goals and outcomes
- Proficiency with technological tools such as Google Workspace, Microsoft Office (including Excel and PowerPoint), Google Forms, Jotform, and Apricot (CRM and case management)
- Diplomacy skills required for politically sensitive contexts
- Ability to engender collaboration among diverse groups, including elected officials, community groups, teams and internal staff
- Excellent interpersonal skills to foster collaboration, thoughtful consideration and credibility of deliberative processes, and communication with a variety of stakeholders.