



Children's Action Alliance
Youth and Family Advocacy Coordinator
3030 N 3rd St., Suite 760
Phoenix, AZ
85012
<https://azchildren.org/>

Company Description:

Founded in 1988, Children's Action Alliance (CAA), a 501(c)3 nonprofit organization, is an independent voice for children and families at the state capitol and in the community. CAA works with elected officials (local, state, federal, and tribal), agency staff, community partners, and coalitions to strengthen Arizona's investments in education, health care, economic supports, and services that support the safety, opportunity, and prosperity of all children and families in Arizona.

Location: CAA operates a hybrid working system with the expectation to work in the office two to three days per week at 3030 N. 3rd St., Suite 760, Phoenix, AZ 85012.

Mission: [Children's Action Alliance](https://azchildren.org/) (CAA) has served for 36 years as an independent and nonpartisan advocate for Arizona children. We work with partners and policymakers to build an Arizona where all children and families can thrive by influencing policy and decisions affecting the well-being of Arizona children and their families through advocacy, data, research, media campaigns, coalition building, and community engagement.

Budget size: \$2.6 Million

Reporting Structure:

The Youth and Family Advocacy Coordinator reports directly to the Director of Early Learning and Education

Position Description: The Youth and Family Advocacy Coordinator is part of elevating youth and family voice in policymaking, advocating for systems change, coordinating programming in support of youth and family advocacy, and managing administrative functions for related programs.

Major Duties and Responsibilities

Be a part of elevating the voice of youth and family in advocating for systems change:

- Serve as a central leader in the organization to elevate the voice of youth and family voices in policy development and advocacy
- In partnership with youth and family leaders with lived experience expertise, promote policy solutions that will remove barriers to economic security, housing, safety, education, and health for young people who are or have been in foster care
- Communicate with policy makers and facilitate communication between policy makers and youth and family to advocate for priority policy proposals
- Conduct policy and systems advocacy orientation and training for young people, parents, kinship caregivers, and community members
- Develop educational materials, trainings, toolkits and other resources to educate stakeholders

Coordinate programming in support of youth and kinship caregivers:

- Recruit young people and kinship caregivers and family to participate in opportunities and programming, including Fostering Advocates Arizona, Opportunity Passport and issue advocacy campaigns
- Manage programs, including Fostering Advocates Arizona and Opportunity Passport
- Facilitate meetings and events for program participants, contractors, and community members

Manage administrative functions for programs:

- Administer record keeping, payments, reimbursements, and related functions for Opportunity Passport and other programs
- Support program participants by ordering food, transportation, and other needed supports and managing record keeping for expenses
- Develop and submit grant reports
- Develop and distribute surveys, and accurately track and share program data for grants and communications

Required Knowledge, Skills & Abilities:

- Four years of full-time related work experience or a Bachelor's Degree is required
- Enthusiasm to change systems and to work with those who are a necessary part of making change, including policy makers and people with lived experience

- Experience working with youth, particularly youth who have experienced foster care
- Strong organizational skills and ability to manage multiple projects
- Excellent verbal and written communication skills
- Ability to create PowerPoint presentations and make public presentations
- Ability to effectively work with people of diverse backgrounds and ages, including youth
- Ability and willingness to work nights and weekends as needed for community engagement and to travel at least four times per year to different counties in Arizona
- Strong preference for lived experience perspective to support foster care-involved youth and families

Compensation:

- The starting salary range is \$55,000-\$62,000, dependent on experience and qualifications
- Major medical and dental insurance, life insurance, tuition reimbursement, and matching retirement contribution
- Competitive leave policies for vacation, sick leave, personal leave, and earned sabbatical

Why consider the opportunity?

- Join a passionate team committed to creating positive change that ensures the well-being of Arizona families and children since 1988.
- A one-of-a-kind organization in Arizona, CAA represents several National Networks dedicated to delivering impactful policies and programs to those most vulnerable.
- Enjoy the flexibility of a hybrid work environment.
- Generous benefits include a 20-day sabbatical after completing 6 years of FTE and 12 weeks PFMLA after 6 months!

How to Apply:

Please send your resume and cover letter to:

Beth Christensen

Executive Recruiter

602-612-5586

bchristensen@duffygroup.com