



Job Description

Community Advocacy and Government Affairs Coordinator

Reports to: President and CEO

FLSA Classification: Exempt

Employment Status: Full-time (30 or 40 hours per week)

Salary Range: \$50,000-55,000

Benefits: BCBSSC Health Plan (85% of monthly cost covered for employee)

Date: May 2022

ABOUT PUBLIC EDUCATION PARTNERS

For more than 35 years, Public Education Partners (PEP) has collaborated with community partners to strengthen public education for the nearly 77,000 students and 6,000 teachers in Greenville County Schools. We are a nonprofit organization, and our mission is to lead our community in acting collectively to support, strengthen, and advance public education and student achievement in Greenville County Schools. Our small but dedicated team executes programming and initiatives that center around three strategic intentions:

- ***Elevating Teachers:*** *Creating the conditions to position Greenville as an ideal destination for teachers*
- ***Empowering Advocates:*** *Building a space for education champions to learn, engage, and lift their voices in support of public education*
- ***Engaging Communities:*** *Connecting people and ideas together to improve educational outcomes and inform cross-sector issues, conversations, and action*

POSITION SUMMARY

Public Education Partners (PEP) seeks a passionate and strategic Community Advocacy and Government Affairs Coordinator to advance PEP's mission, vision, and values by designing and facilitating efforts to engage, educate, and activate the PEP team, Board of Directors, community members and partners, elected officials, and other stakeholders in advocacy for educational equity and our public schools. The Coordinator will synthesize information regarding education-related issues, legislation, research, and data to identify advocacy priorities and shape a strategic action plan as part of a cross-departmental Advocacy Action Team. As part of this team, they will serve as a convener and facilitator of conversations in a wide range of community settings, and engage with elected officials and other decision-makers to advance local and state public education policy and advocacy work. The Coordinator will work closely with the President & CEO to build trusting relationships with and provide information to education stakeholders, particularly parents and other community members, so that they are fully equipped to share their stories and effectively make their voices heard.

This individual will work with the PEP team and key allies to foster a strong and unified advocacy voice. To that end, the ability to passionately communicate the value of public education as a foundational component of our social fabric is paramount, as is a commitment to values of diversity, equity, and inclusion.

RESPONSIBILITIES

Understanding: Know the landscape, the issues, and where PEP can best mobilize for change

- Synthesize information, research, and data about school performance, student achievement, current legislation, and other relevant public education issues (e.g., school funding) to inform decision-making around priorities and collective action
- Develop strong on-the-ground relationships with teachers, students, parents, PTAs, School Improvement Councils, churches, non-profits, neighborhoods, etc. (those closest to the challenges they face in their efforts to improve their schools) to ensure diverse, representative voices are engaged in PEP's work
- Stay current on South Carolina legislation and how it impacts public education in Greenville County
- Stay informed of local Greenville County Schools Board of Trustees activity and actions and disseminate information and actions needed to PEP staff and stakeholders
- Study positions of key partners to identify areas for alignment and joint action

Engagement: Connect and share information with a diverse cross-section of stakeholders and advocates

- Build knowledge around the public education system and opportunities for connection by designing community conversations, seminars, and trainings (EdTalks)
- Support the work of the Strategic Communications Director to draft and disseminate advocacy content across multiple platforms (PEP Playbook newsletter, Action Alerts, social media) and grow and activate PEP's database of education advocates
- Lead efforts of staff Advocacy Action Team to develop and implement an annual advocacy communications calendar for public education-related policy issues and legislation including editorials, articles, analyses, presentations, and white papers
- Foster and steward effective relationships with GCS staff as well as members of Greenville's legislative delegation, other elected officials in state leadership on K-12 or related legislation, and legislative staff to promote PEP's priorities and connect them with constituents concerned about public education
- Organize education-centered candidate forums and questionnaires for local and state elections, as appropriate

Action: Create, assess, and evolve tools, resources, and pathways for advocacy on behalf of Greenville's public schools and public education

- Lead collaborative development of a public-facing Advocacy Agenda that outlines positions on pressing public education issues, in coordination with Greenville County Schools and other key allies who align with PEP's mission, vision, and values
- Support coalition-building focused on K-12 advocacy and/or related issues, both locally and at the state level
- Work with the Senior Researcher to refine and build usage of the InformEdsc.org website
- Coordinate the Teacher Fellows program, a six-month advocacy capacity-building training program to expand the number of teacher leaders knowledgeable about the impact of public policy on their classroom, and prepared to advocate with their elected representatives and in their communities

QUALIFICATIONS

Essential

- Passionate about public education, educational equity, and PEP's mission, vision, and values
- 3-5 years of direct experience, preferably in nonpartisan public policy, government relations, community engagement, and/or issue-based organizing
- Excellent communication skills, both verbal and written
- Detail oriented with excellent research, analysis, and synthesis skills
- Able to work collaboratively with other PEP staff, Board, and partners, and communicate and work with individuals from different backgrounds, communities, and with different lived experiences
- Proficient in Word, Excel, and PowerPoint; knowledge of CongressPlus a plus

Preferred

- Bachelor's Degree
- Extensive knowledge of K-12 public education issues and policies
- Strong understanding of South Carolina's legislative process
- Spanish language skills

General

- Ability to read, analyze, interpret, and communicate legislation, policy reports, education-related data, general education periodicals, and professional journals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and articulate response to questions from groups of teachers, administrators, board members, parents, students, and the public.
- Ability to calculate figures for budgets and grant opportunities. Ability to apply the concepts of basic math.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule format. Ability to assimilate requests into a deliverable product.

Work Environment, Physical Demands, and Other Factors

Public Education Partners currently has a hybrid in-office/work-from-home schedule (3 days in office, 2 days work-from-home).

In light of our direct engagement with students, teachers, and the general public, Public Education Partners employees are required to have received all COVID-19 immunizations and boosters recommended by the CDC. As necessary, we also follow recommended masking protocols within our offices in alignment with CDC recommendations, and at the discretion of management.

To perform the essential functions of the job, the employee must be able to see and hear, speak with people with or without accommodations. This position involves extended time working on a computer, handling lengthy phone conversations, and ability to lift at least 35 lbs.

To apply, please send a cover letter and resume to the attention of Catherine Schumacher, President & CEO, at employment@pepgc.org with Subject Line: PEP Community Advocacy and Government Affairs Coordinator. We will be accepting applications through May 31.