



TeamChild

POLICY COORDINATOR

Flexible Location/ Remote Work Connected to TeamChild Offices

Temporary Position through June 30, 2021

TEAMCHILD

TeamChild is a nationally recognized nonprofit legal aid organization serving youth across Washington State, with office locations in Seattle, Tacoma, Yakima and Spokane. TeamChild's mission is to uphold the rights of youth involved, or at risk of involvement, in the juvenile justice system to help them secure the education, healthcare, housing and other support they need to achieve positive outcomes in their lives. We have three mutually reinforcing program strategies: legal services, policy advocacy, and training and community education. Core to all of our work is our legal services program, which reaches youth 12-24 years old in four of Washington's largest counties as well as youth incarcerated in our state's juvenile prison and community facilities. Our clients are youth and young adults who are entangled in juvenile court and the child welfare system and need civil legal advocacy to prevent homelessness, access education and employment and get their basic health and other needs met. In our work, we also aim to move systems away from exclusion, punishment, arrest, and incarceration towards more effective and community-based strategies that address root causes and provide culturally meaningful and developmentally appropriate support and opportunities for young people.

TeamChild has been actively engaged in broader community efforts to end the use of incarceration for young people, curtail the use of exclusionary school discipline, and replace punitive and harmful approaches to youth with restorative community-based supports. Our efforts have contributed to the end to open-ended school expulsions, expanded pathways to diverting youth from prosecution, and the phasing out of the use of detention for status offenders. TeamChild's advocacy work in 2021 will continue to address juvenile justice and school discipline reforms and issues exacerbated under COVID-19 and the closed economy and in the wake of the reckoning around institutional racism.

At TeamChild we believe that racial and other social identities should be respected and affirmed. In support of this belief, we are building an equitable and inclusive organization and

providing our team of staff, volunteers and Board members with the tools to address institutionalized racism and other forms of oppression. All members of our team are responsible for providing and supporting an equitable and inclusive work environment that will enrich our interactions with each other and our products and services. This responsibility provides the foundation for empowering the children and families that we serve so their needs are justly represented and their desires amply fulfilled.

JOB OVERVIEW

TeamChild is seeking to fill a temporary, full-time Policy Coordinator position. We are seeking to hire as soon as possible for a position that is funded through June 30, 2021. This is a new position. The Policy Coordinator will work collaboratively to facilitate internal decision-making, provide project management, track and analyze legislative initiatives, and implement policy strategies consistent with TeamChild's values, vision and mission.

The Policy Coordinator reports to the Executive Director and works with all of TeamChild's staff, as well as external partners, to organize, support, collaboratively determine, and implement TeamChild's strategic policy advocacy. We anticipate this position will be primarily remote. If COVID restrictions are relaxed, the position may require some in-state travel. At this time, most staff are working remotely due to COVID-19. That may continue to be the case during the entirety of this temporary position.

PRIMARY RESPONSIBILITIES

1) Coordinate TeamChild's Policy Advocacy

- Provide administrative, project management, and other support to the Executive Director, attorneys and staff who are doing local and statewide policy work;
- Support Executive Director and other staff in organizing policy strategies and sharing that information in a clear and timely manner with all staff;
- Act as the point person for partner and community organizations who seek TeamChild's support or input on legislative or other policy initiatives;
- Review and analyze bills in the legislature, local government policies, and other policy-based advocacy strategies;
- Track legislative and policy initiatives that TeamChild has identified as priorities;
- Develop summaries and highlight questions for staff to review regarding legislative proposals;
- Develop and facilitate processes for collaborative and timely decision making by TeamChild on requests for policy support or input, including facilitating staff discussions

2) Work with TeamChild's lobbyists and Executive Director to implement and communicate TeamChild's policy activities and strategies during the 2021 WA State Legislative Session.

- 3) **Represent TeamChild in workgroups and committees as needed.**
- 4) **Perform all work consistent with TeamChild's values, vision, and mission.**
- 5) **Participate in general TeamChild staff activities and other duties as assigned.**

QUALIFICATIONS

- Working understanding of state and local legislative processes;
- Experience or ability to analyze and synthesize legislative proposals;
- Project management skills, including but not limited to: facilitation, team leadership and collaboration, shared decision-making, creating work plans and timely implementation, and use of technology to coordinate teamwork;
- Solid skills in setting up, calendaring, troubleshooting and facilitating virtual meetings with individuals and teams using different platforms (e.g. Zoom, Google Meet, GoToMeeting);
- Well-developed oral and written communication skills to distill and convey complex information;
- Solid understanding and analysis of systems impacting youth;
- Solid analysis of systemic oppression, including institutional racism, and demonstrated commitment to undoing institutional racism and other forms of oppression.
- Innovative problem solver and strategic thinker with a growth mindset.
- Strong interpersonal and communication skills. Ability to effectively communicate across differences and find common ground while staying clear and firm on objectives. Humility and a sense of humor.
- Demonstrated alignment with TeamChild Values: Centering Youth, Anti-Racism, Wholeness, Accountability.
- Preference for candidates with strong statewide and/or local community connections in the communities that we serve and lived experience in the systems TeamChild works within.

TO APPLY

Please email a letter of interest highlighting your relevant qualifications and experience and your resume to jobs@teamchild.org. Please write "Policy Coordinator" and your last name in the subject line. No phone calls or email inquiries please. We will begin reviewing applications on December 10, 2020.

COMPENSATION AND BENEFITS

TeamChild is committed to providing employees with a competitive wage and benefits package. The hourly rate for this position is \$27.47. Position comes with full benefits (including medical, dental, vision, EAP, generous paid time off, long and short term disability, and options to set up FSA and 403b retirement accounts).

All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, and/or intersex are particularly urged to apply. TeamChild is an Equal Opportunity Employer. TeamChild is committed to promoting an environment free of barriers and discriminatory practices for its clients, Board, and staff.