

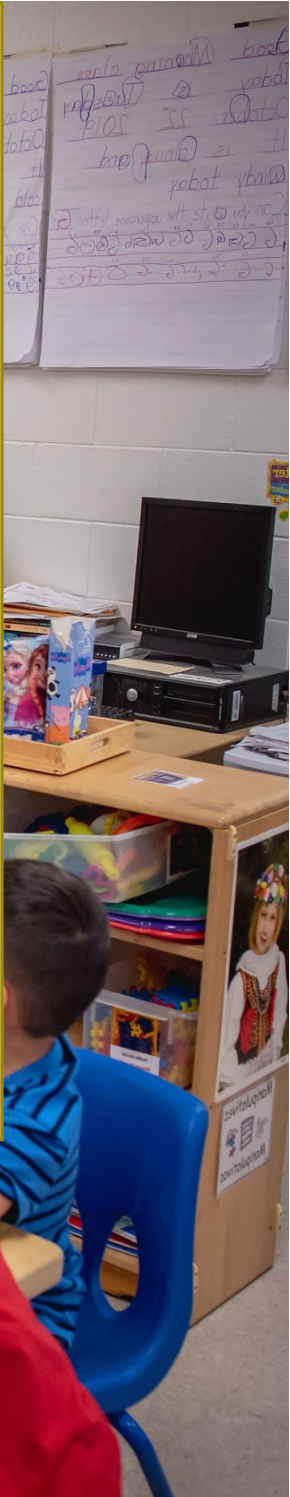


Now Hiring!

Policy Analyst
Dual Language Learners



EARLY EDGE
CALIFORNIA



Position Overview and Job Responsibilities

Early Edge California (EECA) is seeking a dynamic, passionate individual to join our policy team to assist with research, analysis, writing, and executing EECA's policy and advocacy agenda, specifically related to Dual Language Learners (DLLs). This is a great opportunity for someone with a deep commitment to early care and education issues who is a research-driven collaborator interested in advocating for the improvement of the Early Learning system in California.

- Conduct comprehensive research and analysis, drafting fact sheets, newsletter content, policy briefs, and other written materials
- Assist with the development and implementation of Early Edge's local and state advocacy and policy agendas around Dual Language Learner issues
- Represent Early Edge in the early education community, including stakeholders, policymakers, school districts, government agencies, and representatives from community-based organizations and institutions
- Assist in planning and organizing stakeholder convenings around Early Edge's priority areas
- Work with the policy and communications teams and partner organizations to build coalitions on critical issue areas, including high-quality early learning programs, workforce development, and Dual Language Learners
- Research and stay up-to-date on early childhood policies and legislation
- Provide other support as needed to the Early Edge policy team
- Work on other projects or assignments as needed



Required Education, Experience, Knowledge, Skills and Abilities

- Understanding and knowledge of early childhood policy in California, preferably specifically related to Dual Language Learners
- Knowledge of latest Early Childhood Education and dual language development/bilingualism research
- Must be comfortable and proficient in speaking/presenting to large audiences
- Strong persuasive and technical writing skills with the ability to concisely distill and present complex information
- Must be comfortable networking and building relationships with policymakers, funders, and other Early Learning stakeholders
- Program development and evaluation experience
- Project management skills including: proven ability to work on multiple projects, manage deadlines, and prioritize based on organizational strategies
- Bachelor's Degree

Nice-to-haves

- Extensive understanding and knowledge of Dual Language Learner policy and/or program work in California
- Understanding of the legislative process, state budgets, policy analysis and development
- Understanding of state, federal, and local policymaking and the role of advocacy in advancing a policy agenda
- Bilingual or lived experience as a Dual Language Learner
- Master's Degree

Early Edge offers a competitive salary, excellent benefits (full health, vision, dental, life insurance, matching 401K), and generous time off policies.

This position can be based in Los Angeles, the Bay Area, or Sacramento. Currently 100% remote with the possibility of a hybrid remote/office schedule in late 2021. Local, state-wide, and occasionally nation-wide travel will be required when public health permits.

About Early Edge

Early Edge California is a statewide policy and advocacy organization that works collaboratively to promote policy reforms and investments in California's early learning system that will expand access and support for high-quality teaching and caregiving for all children from birth to age 8. Our goal is to advance quality early education so children can be happy, healthy, engaged learners by their first day of school and every day after. We collaborate with thought leaders to advocate for high-quality teaching for our youngest children, especially those most in need.

Since 2003, we've successfully advocated for groundbreaking early childhood policies, from creating Transitional Kindergarten to securing the funding necessary to improve early learning programs throughout the state. Early Edge's priority is to ensure that the early childhood workforce has the knowledge and skills necessary to provide high-quality, developmentally-appropriate care and instruction to our state's youngest residents. Our focus is on improving the preparation, support, and compensation for the workforce and building its capacity to support children's dual-language development.

Hiring Statement

Early Edge California is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. Women and people of color are strongly encouraged to apply. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

For more information on Early Edge, please visit earlyedgecalifornia.org and for more information on New Venture Fund, please visit www.newventurefund.org.

Selection Process

Applicants presenting the most desirable qualifications based on a screening of the application materials against the minimum qualifications, including responses to the supplemental questionnaire, will be invited to continue in the next step of the selection process. The next step may include an interview(s), a writing assessment, and/or other selection process determined by the agency.

Application Deadline: September 24, 2021 at 11:59 p.m. PT

To be consider for this rewarding career opportunity, please apply online [here](#) and attach your resume and cover letter. It is important that you respond to all questions and carefully review your application to make sure it is complete. When responding to questions "see resume" is not considered an adequate response. Incomplete applications may exclude you from further consideration. For additional information about this position, please contact:

Debbie Gutman

Phone: (916) 471-3364

Email: dgutman@cpshr.us

CPS HR  CONSULTING

Supplemental Questions

1. The purpose of this questionnaire is for you to identify your qualifications and experience in specific job-related areas. Your responses, along with your other application materials, will be reviewed and evaluated to make the initial determination of which applicants are best qualified for the position. I certify that I have read and understand the statement above concerning submission of supplemental questionnaire responses. (Yes or No)
2. Describe any experience, education, and training you possess that qualifies you for the Policy Analyst – Dual Language Learners position, including any knowledge of early childhood policy in California, preferably related to Dual Language Learners.
3. Please describe a project for which you were responsible. Include in your response the scope of the project, the process, and your involvement in determining appropriate resources, how you developed and executed the project plan, and the outcome of the project.
4. This position will require that you build relationships with policymakers, funders, Early Learning stakeholders, and other outside organizations. How do you go about building effective working relationships with others?

