

**Contract Position Notice
With the
NC Child Care Coalition**

Job Title:	Early Childhood Lobbyist Year-round Public Policy Consultant	Reports To:	Chair of NC Child Care Coalition
Job Location:	Raleigh, NC	Position Available:	January 2, 2011

Position Summary:

Lobbyist and Public Policy Consultant dedicated to providing state legislative/executive branch lobbying services and information, education, and outreach services for the NC Child Care Coalition.

Essential Duties and Responsibilities: include the following (other duties may be assigned)

- Collect relevant information and documents available at the N.C. General Assembly and provide to the Coalition's delegated contact person, either through email, fax, or regular mail.
- Monitor and analyze all legislation relevant to the Coalition's Legislative Agenda.
- Assist in reviewing and helping to prepare public statements, position papers, and fact sheets
- Continue development of relationships with old and new members of the N.C. General Assembly and legislative staff in order to advance the NC Child Care Coalition's position on pending legislation.
- Maintain regular contact with the NC Child Care Coalition's contact person(s) in order to keep the organization updated on pending legislation, action needed on legislation, and the activities of committees and legislators.
- Prepare and send email Alerts to Coalition members when action is needed.
- Help to evaluate strategy positions on pending legislation.
- Provide information to legislators, legislative staff, the executive branch of state government, and the media on behalf of the NC Child Care Coalition.
- Attend committee meetings where bills of interest to the NC Child Care Coalition are assigned.
- Testify or arrange for NC Child Care Coalition member(s) to testify, before legislative committees, when appropriate.
- Attend general sessions where bills of interest to the NC Child Care Coalition are to be debated.
- Work with other lobbyists involved with bills of mutual interest.
- Legally register as lobbyist and complete all lobbyist reports as required by state law and send, at the appropriate times, to the NC Secretary of State.
- Assist in the preparation of Principal registration and reporting forms required to be sent to the N.C. Secretary of State.
- Provide an "End of Session" report at the end of the legislative session.
- Help to ensure financial viability of NC Child Care Coalition (current membership and recruitment), and fundraising efforts such as the Coalition's Annual Raffle.
- Regular communication: minimum of monthly e-mails updates to the Coalition

- Outreach: Early childhood specific regional meetings, special events, annual meetings and conferences; coordination and/or presentations when appropriate and strategic meetings with like-minded entities to enhance partner relationships.
- Meetings attendance: NC Child Care Coalition, NC Child Care Commission (and their committees when needed), NC Partnership for Children.
- Spokesperson for the NC Child Care Coalition to the public, media, executive and legislative staff, elected officials, others.
- Serve as the eyes and ears for Coalition members' interests.
- Email a "Get Ready for the Session" message to the Coalition prior to legislative sessions.

Working Conditions:

Annual contract renewal is based on satisfactory performance. Work schedule varies by annual calendar. During legislative session, lobbyist is expected to work a schedule to cover all relevant business. When the N.C. General Assembly is not in session, the duties include covering relevant legislative committee meetings, attending meetings of other relevant organizations and state agencies, monthly meetings with the Coalition and conducting education/advocacy workshops for early childhood organizations.

Education/Training: B.A. and three years related experience.

Computer Skills:

Must be computer/internet capable and be able to coordinate email correspondence for distribution to NC Child Care Coalition members, advocates and legislature.

Certifications, Licenses:

Must be able to legally work in the United States and provide documentation of eligibility.

Work Environment:

Lobbyist will work independently and provide own office space, computer, cell telephone and other office equipment as needed.

****Only electronic submissions will be accepted****

To be considered please email cover letter, resumé, 3 professional references and sample of previous work to receptionist@wakesmartstart.org by 5pm, Tuesday, September 21, 2010 indicating "NC Child Care Coalition Legislative Lobbyist" in email subject line. Please indicate in your letter where you found out about the position vacancy. Applicants from diverse backgrounds are strongly encouraged to apply.

Additional information on the Child Care Coalition and the position description are available at: <http://nearlychildhoodassoc.com/coalition.html>