



Oakland Starting
Smart & Strong

OAKLAND PUBLIC EDUCATION FUND JOB ANNOUNCEMENT

JOB TITLE	Policy Analyst, Oakland Starting Smart & Strong
REPORTS TO	Director, Oakland Starting Smart and Strong
TIMELINE	<ul style="list-style-type: none">• Applications accepted starting January 17, 2020• Hiring <i>immediately</i>, position open until filled.
JOB DETAILS	<ul style="list-style-type: none">• Full Time, Exempt
COMPENSATION	<ul style="list-style-type: none">• \$68,640 - \$83,200 dependent upon experience and qualifications.
BENEFITS	<ul style="list-style-type: none">• Generous Vacation and Sick Time Accrual• Average of 13-15 Paid Holidays• Health, Vision, and Dental Insurance• Sponsored 401K Plan (non-matched)
INSTRUCTIONS	<p>Please read the following in order to avoid application delays:</p> <ul style="list-style-type: none">• Applications will be reviewed immediately and candidates with the best fit will be contacted for interviews.• Unfortunately, the volume of applications will prevent us from responding to all applications received.• Please do not send your application directly through email. Apply for the role at the following link: https://oaklandedfund.fafirms.net/4767086

ABOUT THE ED FUND:

Oakland Public Education Fund leads the investment of community resources in Oakland public schools so that all students can learn, grow, and thrive. Therefore, our work is to connect public schools with tools, funds, and volunteers. Learn more about our work at www.oaklandedfund.org.

ABOUT OAKLAND STARTING SMART AND STRONG:

Oakland Starting Smart and Strong (OSSS) aims to ensure that every child has access to high quality early learning experiences, and every adult in a child's life - whether a formal educator like a preschool teacher or an informal caregiver like a family member - has the

tools they need to support that child's development every day. OSSS is committed to the development of an early childhood system where all Oakland children and families have full and equal access to opportunities that enable them to reach their full potential. OSSS is a collaborative made up of community groups, early childhood educators, school district, city and county leaders, all connected by a shared commitment to create a strong foundation for Oakland's youngest children.

ABOUT THE POSITION:

We are looking for a talented individual to assist with shaping and executing a policy and advocacy agenda for Oakland Starting Smart and Strong. The Policy Analyst will work closely with the Oakland Starting Smart and Strong Director, collaborative leaders and community members. The role will support the OSSS collaborative members to clearly articulate and implement a policy agenda that impacts early learning systems and to mobilize and align public and private resources for the initiative's priorities and sustainability.

Reporting to the Director of Oakland Starting Smart and Strong (OSSS), the Policy Analyst will assist the OSSS Director and collaborative members in understanding and leveraging current and emerging local, state and national early childhood policy and other opportunities, including policy advocacy, program development, systems integration and identification of new and existing leveraged funding. The position will assist the OSSS Director in ensuring that this information is current and informs all OSSS systems change activities and committee work. Additionally, the Policy Analyst will maintain connections with relevant local, regional, state and national bodies to fully integrate the work of the collaborative into the Oakland policy and political arena.

DUTIES AND RESPONSIBILITIES:

- Conduct comprehensive policy scans, researching and analyzing local, statewide and national early childhood policies
- Monitor policy and resource developments at the local, state and national levels
- Develop high quality materials (Fact Sheets, Issue Briefs, etc) for different audiences, distributed electronically and in print
- Present information at OSSS Task Force and Committee meetings
- Identify opportunities for OSSS to influence local and statewide policies that improve access and quality to early learning experiences for children and families most impacted by social and economic inequity.
- Coordinate with OSSS collaborative members and workgroups to ensure that OSSS community and parent engagement efforts are informing and central to the development of the collaborative's work plan
- Assist in coordination with early childhood efforts at the local and statewide level by attending meetings and representing OSSS in conjunction with the OSSS Director.

- Staff the OSSS Promotions and Sustainability Committee; coordinate and align with other OSSS committees
- Develop and manage all activities and products related to the OSSS policy work
- Work on other projects or assignments as needed

REQUIRED QUALIFICATIONS:

- Passion for and commitment to OSSS's goal of increasing access to high quality early learning and health opportunities
- Commitment to understanding the structural implications of income, racial and ethnic inequities on communities and to promoting equity through policymaking
- BA/B.S. and a minimum of 2 years of related experience OR a Master's or other advanced degree in Public Policy or a related field
- Excellent written and oral communication skills.
- Strong organization and time management skills, with the ability to prioritize work, meet deadlines, and have great attention to detail with excellent follow through
- Demonstrated analytical abilities and creativity in problem solving
- Ability to work independently and collaboratively on teams
- Proficient with Google Suite tools, Microsoft Word, Excel and PowerPoint
- Possession of or ability to get a valid California driver's license and willingness to travel locally
- Ability to pass a criminal background check and TB test
- Ability to lift 20 lbs.
- Some nights and weekends may be required

PREFERRED QUALIFICATIONS:

- Experience in grant management
- Experience in early childhood learning and/or family support
- Knowledge of early childhood, health, and/or community development funding streams
- Communications or website management experience
- Knowledge or and connections to Oakland communities

EQUAL EMPLOYMENT OPPORTUNITY DISCLOSURE:

The Oakland Public Education Fund is committed to creating a diverse environment and is

proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We also know that great candidates can bring skills to The Ed Fund that we haven't thought of just yet, and who won't fit everything we've described above. If this is you, don't hesitate to apply. Tell us what unique contributions you can offer.

We are dedicated to improving our organization and know that part of it means to better reflect the people we serve. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages and we especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people and people with disabilities.