



Legislative Coordinator

About Let's Grow Kids

Let's Grow Kids is a 501(c)3 systems-change organization leading a statewide campaign to solve Vermont's child care crisis by 2025. With more than 35,000 supporters from all walks of life, Let's Grow Kids is engaging and empowering people to call for change; reforming early childhood education policy to be inclusive and culturally informed; and implementing solutions in partnership with policy makers and early childhood educators to prepare Vermont's child care system for increased public investment. Let's Grow Kids works in partnership with Let's Grow Kids Action Network, a 501(c)4 organization building the political will necessary to pass laws that fund and sustain an equitable child care system, substantially increase public investment in Vermont's 0-5 child care system, and support policy implementation.

Our culture is dynamic, highly collaborative, and driven by the following core values:

- **Commitment to Children:** We believe that investing in the wellbeing of children birth to five is a catalyst for positive social change.
- **Inclusion:** We are building an organization, movement, and system that promote equity and diversity.
- **Collaboration:** We support each other and our partners to realize shared success.
- **Agility:** We adapt readily to our environment in order to achieve our goals.
- **Strategy:** We take a focused, coordinated, data-driven approach to our work.
- **Transparency:** We are intentional about sharing clear and timely information about our work, priorities, mission, and values.

Role of the Legislative Coordinator

Let's Grow Kids (LGK) seeks an organized and passionate individual to support the Vermont Child Care Campaign's legislative strategy in 2023. This will require close collaboration with all LGK teams to effectively create the conditions and political will necessary to pass transformative legislation to establish a high-quality, equitable, accessible, and affordable child care system for all Vermont families. The Legislative Coordinator will report to the Government Relations Director.

This position is slated for January-June 2023, with the opportunity to apply for other positions as they become available after.

Responsibilities

The position responsibilities include:

- Support the Vermont Child Care Campaign's legislative strategy and execution of the Campaign's policy agenda in the Vermont State House to achieve key policy goals.
- Monitor the weekly legislative schedule, identify relevant committee hearings, and create a system for sharing and revising the schedule with the policy team and other relevant staff.
- Regularly monitor legislative committee hearings, as assigned, and summarize key conversations and themes.
- Support volunteers to visit the Vermont State House and connect with their elected officials, in collaboration with the policy and field teams. Support volunteers virtually to contact their elected officials through email and other channels.
- Support internal communications with other teams regarding legislative updates and advocacy needs daily.
- Help to curate momentum and visibility for Let's Grow Kids supporters in the Vermont State House during the legislative session.
- Support the creation of legislative materials, including testimony, one-pagers, position papers, etc. Create internal system for policy team to organize legislative materials and navigate deadlines.
- The responsibilities of this position require frequent in-person presence in the Vermont State House in Montpelier.
- Additional duties, as assigned.

Qualifications

A well-qualified candidate will possess the following:

- Understanding of and interest in learning more about Vermont's political landscape.
- Strong organizational skills, accuracy, and attention to detail.
- Demonstrated ability to work well under pressure and manage work with shifting priorities and tight deadlines.
- Excellent verbal communication skills and strong writing skills.
- Must have reliable transportation and be willing to travel to the Vermont State House in Montpelier on a regular basis.
- Proficiency with basic software – Word, Excel, Outlook – and ability to learn new software and database management skills.
- Strong commitment to Vermont's children, families, and early childhood educators.
- Strong commitment to LGK's core value of inclusion as we strive to build an organization, movement, and system that promote equity and diversity.
- 2-3 years of relevant experience.

This position is full-time, may include some nights and weekends, and is based primarily in the Vermont State House in Montpelier during the legislative session, with some flexibility for remote work.

Compensation

Salary range is \$44,000-\$62,500 plus a competitive benefits package that includes paid family leave and contribution to child care costs.

Location

Let's Grow Kids has office locations in Burlington and Montpelier. This position is based primarily in Montpelier during the legislative session, with some flexibility for remote work.

Desired Start Date

No later than December 12, 2022.

To Apply

Please use this link to apply:

<https://vtsharedservices.acquire4hire.com/careers/details.json?id=62039&source=17>

Applications should include a resume and cover letter and are due by November 14th.

Let's Grow Kids values a diverse workplace and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Let's Grow Kids is an equal opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, religion, gender, gender identity, sex, age, marital or civil union status, national origin, ancestry, sexual orientation, place of birth, citizenship, military or veteran status, HIV status, genetic information, disability or any other legally protected status as defined and require by state and federal laws.