



*Improving the Lives of Families through
Child Care Services, Research, and Advocacy since 1980*

Crystal Stairs is one of the largest private non-profit child development corporations in the State of California. We help families locate affordable and appropriate childcare through a variety of services, working with childcare providers, educators, advocates, and community members to positively impact the lives of over 25,000 children per year.

If you're ready for an enriching career, one with meaning and challenge, then Crystal Stairs is for you. Our mission— to Make Crystal Stairs the Premiere Child Care and Child Development Agency in California— is not an easy one. Yet, within it you will find significant achievement, satisfaction and reward. Ready to make a difference? Join us!

PROJECT COORDINATOR–PUBLIC AFFAIRS/COMMUNITY VOICES
TEMPORARY/FULL-TIME POSITION

What We're Looking For:

The Community Voices Project Coordinator will work with the Project Manager to coordinate overall strategy and action for the emerging chapters. S/he is responsible for the organization for the Community Voices team. S/he will focus on strengthening and expanding emerging Community Voices chapters. S/he is responsible for building relationships with and providing technical assistance to all sites on chapter development with a special emphasis on community organizing strategies and parent recruitment.

ABOUT COMMUNITY VOICES: Community Voices is a two-year project funded by the James Irvine Foundation. Community Voices is a chapter-based grassroots organizing effort that seeks to empower parents to advocate effectively for their child care needs across LA County. Community Voices chapters are housed within the Resource and Referral departments of six Child Care agencies across the county. Community Voices combines community organizing, advocacy, and leadership development in its efforts to increase funding, improve quality, and provide better access to child care. Our long-term goal is to make quality and affordable child care available to all families in California and to support parents in becoming life-long advocates for their children.

JOB RESPONSIBILITIES INCLUDE:

- Coordinating overall strategy and action with local Community Voices chapters. S/he is responsible for the oversight and organization for the county wide Community Voices team and facilitation of organizers' and parent leaders' meetings.
- Supporting the coordination of workshops at each of the chapter agencies. S/he will work with the Project Manager and the Community Voices chapter agencies to develop and implement leadership and advocacy trainings for parents. This would include providing technical assistance to agencies as they develop their workshop series' and developing a resource database that each of the participating chapter agencies can access.
- Strengthening emerging Community Voices chapters. S/he is responsible for building relationships with and providing technical assistance to all sites on chapter development with a special emphasis on community organizing strategies and parent recruitment and leadership development. The Project Coordinator will make site visits to each chapter agency and will attend workshops and Community Voices meetings throughout the project duration. S/he will also develop a master calendar of all county-wide Community Voices events.

- Providing support in the coordination of multi-site events and activities (securing legislative internships, having parents attend and participate in action events across the state, the project-end celebration events), as well as the coordination of major workshops, forums and conferences.
- Providing support to the Project Manager and the chapter agencies in coordinating press events and other media opportunities which provide parents additional opportunities to share their child care concerns and reach a broader public audience.
- Working with child care partners such as labor unions, fellow grassroots organizing efforts, and faith-based institutions.
- Coordinating overall administrative duties for the project, such as coordinating monthly Community Voices chapter agency check-in's, serving as a liaison between the agencies and the Project Manager, overseeing grant and stipend disbursements, as well as chapter agency update reports. S/he will encourage communication across the chapter agencies and help them leverage their collective resources.

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES YOU SHOULD POSSESS:

- BA/S preferred
- 3 years of field organizing experience and a sensitivity to child care issues faced by working parents.
- Must be able to handle multiple projects and timelines, and be an independent worker.
- Must be able to work flexible hours (including night and weekends) and be able to travel.
- Excellent written and verbal communication skills are essential. S/he must be able to communicate the goals, philosophy, and strategy of Community Voices to a variety of people: parents, policymakers, allies, the media, and funders.

Crystal Stairs is committed to building and sustaining a diverse workforce and culture. As part of this commitment, Crystal Stairs provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, sex, national origin, age, marital status, sexual orientation, gender, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.