

GOVERNMENT AFFAIRS SPECIALIST EXTERNAL AFFAIRS UNIT

First Things First (Arizona Early Childhood Development and Health Board) is one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First is governed by a state Board with 28 regional partnership councils. First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a commitment to diversity, equity and inclusion; a focus on accountability, transparency, coordination and collaboration; and an emphasis on improving outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

Job Summary:

Under the direction of the Senior Director of Government Affairs, this position serves in a key support role to the External Affairs unit in the Phoenix office. The position is responsible for a variety of complex tasks that include coordinating projects and activities, establishing priorities, conducting research, analysis of information, preparing reports, planning and facilitation of meetings and other duties. The position coordinates with and supports the Senior Director of Government Affairs. The position may participate in efforts to engage policymakers to build their understanding of the importance of early childhood development and health. The position requires substantial effort to coordinate and work as a member of the Government Affairs team within the External Affairs Unit and across all other FTF units.

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First; possess the personal qualities of integrity and credibility; and have the proven ability to work within teams to accomplish tasks and keep multiple projects organized and progressing. She/he will be proactive in anticipating the needs of the team, identifying challenges and suggesting solutions. She/he will have demonstrated capacity to work in a fast-paced environment, and the proven ability to deal with sensitive situations with efficiency, diplomacy and tact.

Typical Duties and Responsibilities:

Under the guidance of the Senior Director of Government Affairs:

- Provide technical and advisory support to unit staff and key functions of the Government Affairs team.
- Conduct research; analyze data; draft recommendations and prepare reports on local, state, and federal legislative and policy issues, as needed;

- Assist with the development, drafting and analysis of early childhood-related legislation;
- Monitor, understand, analyze and track state and federal legislation and budget initiatives that impact or could impact FTF, including attending hearings and keeping appropriate internal stakeholders apprised of any related bill activity, movement or amendments through written or oral communications;
- Assist with the preparation of briefings, legislative memos, testimony and correspondence for those who might have roles within the legislative or public policy process;
- Monitor media stories related to early childhood public policy;
- Maintain and develop positive relationships with policymakers. Answer inquiries regarding FTF policies and procedures and brief policymakers on changes affecting their districts;
- Attend state and national briefings on early childhood topics or issues and prepare detailed summaries for unit or agency staff.
- Assist with scheduling and arranging meetings/events including determining location, posting notices to agency calendars, attending meetings, preparing documents, preparing meeting minutes, and providing any follow-up activities, as needed;
- Assist with the development of online or in-person trainings and related materials to support stakeholders' policymaker engagement efforts.
- Assist with administrative support and other office duties, as needed.
- Other duties as assigned.

Qualifications:

- A minimum of a Bachelor's degree in a field appropriate to the assignment (e.g., public affairs, political science, etc.) and at least one year of appropriate practical experience in the field is preferred.
- Interest in learning about early childhood issues and their corresponding policy challenges and solutions.
- Familiarity with the Arizona legislative and electoral process.
- Previous work with local, state or federal policymakers or their staff; experience working with tribal policymakers a plus.
- Experience working with online engagement and communication platforms a plus.
- Knowledge of Arizona Open Meeting Law and parliamentary practice preferred.
- Organized, detail-oriented, and ability to handle multiple projects under deadline.
- Proactive in identifying and completing tasks applicable to the job.
- Ability to problem solve and exercise appropriate judgment.
- Excellent skills in verbal and written communication.
- Self-motivated, able to work with a minimum of supervision and as a team player.
- Develops positive relations with others.
- Strong computer skills in Microsoft Word, Excel, PowerPoint and Google suite; graphic design and social media skills and experience are a plus.
- This position requires day and periodic evening travel. Must possess valid Arizona driver's license and show evidence of valid automobile insurance coverage.
- Reliable, regular and punctual attendance at work during core business hours

Review of resumes will begin on October 13, 2022 and continue until the position is filled. For consideration, please submit your cover letter, comprehensive resume and three professional references to:

<https://www.azstatejobs.gov/home>

Job ID # 512227

In the AZ State Personnel System, the position is classified as a Grade 19 and has a hiring salary range of \$57,500 to \$59,950. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer. During all phases of the selection process, people with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting FTF's Human Resources Office via e-mail at HR@FirstThingsFirst.org.