



COUNCIL FOR EXCEPTIONAL CHILDREN JOB DESCRIPTION

Job Title: Policy and Advocacy Coordinator
Department: Policy and Advocacy
Reports To: Director, Policy and Advocacy
FLSA Status: Exempt

Position Summary: The Policy and Advocacy Coordinator, under the direction of the Director for Policy and Advocacy Services, provides support to the Policy and Advocacy Services programs, and activities, including assisting with the coordination of the grassroots advocacy network, the communication of emerging policy issues to members, and the preparation of reports, presentations and other documents.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supports the Director and the day-to-day operations of the Policy and Advocacy team including but not limited to preparing presentations, reports, and correspondence; invoice and contract management; calendar maintenance; and processing of travel forms and timesheets.
- Provides support in developing CEC's advocacy campaigns and supporting a network of Units, Divisions and members for influencing special education policy at the federal level.
- Develops and conducts public policy presentations and seminars for CEC members, Units, Divisions and other interested parties, in advancement of CEC priorities.
- Serves as the point of contact to the Children and Youth Action Network (CEC-CAN), keeping current on CEC's policy agenda to support grassroots advocates, creating and implementing tools to enhance the grassroots network, coordinating communications with the grassroots network, analyzing grassroots action to encourage maximum participation, and maintaining grassroots databases.
- Disseminates official CEC letters to Congress on policy priorities, including the writing of draft letters and development and dissemination of the final letters through the Knowlegis CQ platform.
- Maintains CEC's Legislative Action Center, including ensuring letters are available for advocates to send to Congress on CEC policy priorities, updating CEC's position on varying tracked bills, updating the policy and advocacy content and tracking action taken on specific action alerts by CEC's advocates.

- Coordinates the Policy Insider publications, including: writing/summarizing content, researching news sources, and disseminating information through developing the weekly digest regarding legislation, regulations, court actions, and administrative policy to CEC members, policymakers and other interested parties.
- Tracks priority federal legislation and regulations impacting special and gifted education including pending bills/regulations, and existing laws/regulations, using daily and weekly legislative publications, internet and other research tools.
- Manages social media accounts, messages and campaigns for Policy and Advocacy purposes, including working directly with Marketing and Communications Department on social media initiatives and campaigns.
- Assists with budget preparation; monitoring and reconciling expenditures/revenues; and provide reports to the Director.
- Maintains and updates CEC's Policy and Advocacy web site pages.
- Develops and implements policy and advocacy initiatives at CEC's annual convention and supports the planning and execution of the Special Education Legislative Summit.
- Provides assistance and support to Association committees and workgroups.
- Supports the coordination of the dissemination and development of presentations and other documents related to CEC's High Leverage Practices.
- Maintains a high level of customer service focus at all times in accordance with CEC's Customer Service guidelines.
- Collaborates with staff, members, and others to ensure desired outcomes of Policy and Advocacy programs and activities.
- Performs other duties as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following.

Communications - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.

Customer Service - Displays courtesy and sensitivity. Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Dependability - Commits to doing the best job possible. Follows instruction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance.

Planning & Organization - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.

Quality - Fosters quality focus in others. Improves processes. Measures key outcomes. Sets clear quality requirements. Solicits and applies customer feedback.

Use of Technology - Adapts to new technologies. Demonstrates required skills. Keeps technical skills

up to date. Troubleshoots technological problems. Uses technology to increase productivity.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: Undergraduate degree and three to five years of progressive experience in administrative positions (policy/legislative experience preferred); demonstrated ability to produce work with a high degree of accuracy under minimal supervision in a team based environment; excellent written and oral communication skills and strong proofreading and editing skills; Knowledge of federal legislative and executive branch processes a plus.

Reasoning Ability: Creative ability and resourceful problem-solving skills; ability to multi-task and adapt to changing needs and priorities.

Math Ability: Frequent use of general math concepts to manage budgets, analyze membership data and response/campaign success.

Language Ability: Ability to communicate effectively in oral and written forms with strong editing skills and competence in writing in a variety of forms.

Computer Skills: Competence in use of computer technology including Microsoft Office Suite, Internet search and retrieval, database management, and desktop publishing (preferably QuarkXPress);

Supervisory Responsibilities:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature

Date