



**FIRST
EIGHT
MEMPHIS**

Success in the **first 8** years.
Success for a lifetime.

**Job
Description**

Part-Time Partnerships Associate

Posting Date

March 18, 2024

Application Deadline

Open until filled.

Reports To

Executive Director

Hours

Part-time (20-25 hours per week) with some weekend and evening time required

Location

Memphis and/or Virtual
(Hybrid organization)

Compensation

\$20,000 - \$25,000
commensurate with education
and experience

Who Are We:

A child's foundations in life and learning are essential to lifelong success. First 8 Memphis (F8M) was founded to build an early care and education system that will allow every child in Memphis and Shelby County reach their full potential by focusing on building a strong start during a child's first 8 years of life. We are an advocacy, coordinating and convening organization working across the age spectrum and programs that support young children and their families including: home visiting, childcare, Pre-Kindergarten (Pre-K) and Kindergarten - 3rd grade supports. F8M's early care and education systems building work is conducted in collaboration with the F8M Leadership Council and other stakeholders. F8M is governed by a highly regarded Board of Directors who partner with staff to help reach our community and organizational goals.

What We Are Looking For:

F8M recently joined the Southern Early Childhood Education Justice (SECEJ) network through the Southern Education Fund (SEF). As a participant in this network of advocates and state policy organizations, F8M has been charged with supporting the efforts to expand racial equity in the south. This work will include improving early learning opportunities for young children by advocating for early childhood policy improvements. F8M is seeking an innovative, well organized and socially conscious Part-time Partnerships Associate to assist with research, data collection and policy reporting projects throughout this new initiative.

Responsibilities & Opportunities:

The Partnerships Associate will gain valuable hands-on experience in research and program development, policy, advocacy and systems building, and administration. Project experience may include, but not limited to the following:



Research and Program Support:

- Conduct research on early childhood policies and legislative priorities across the SECEJ network
- Collects current early childhood policy information across SECEJ
- Create documentation for each data request or research project
- Support with maintaining and updating bill tracker & dashboard
- Analyzes data to determine trends
- Interpret the findings and provide conclusions
- Conducts presentations and designs ancillary visual graphics to enhance reporting

Communications

- Write memos and contribute to quarterly report submitted to SEF
- Participate in scheduled staff meetings pertaining to the SEF grant
- Assist with crafting messages for social media, newsletter, and community blog

The Partnerships Associate will likely travel a few times a year to SEF meetings. This position will work with First 8 Memphis' Partnerships effort and will report to the Director Partnerships or the Executive Director. This role is for one year and may be extended in out years depending on funding.

Qualifications:

Partnership Associate must be a current student or recent graduate of a degree awarding college or university. Success in this position requires an entrepreneurial spirit, deep empathy for issues and challenges faced by children and families in Memphis and Shelby County, exceptional written and verbal communication skills, and strong attention to detail.

Experience working with various Memphis and Shelby County communities, community organizations, and local officials, is strongly preferred.

Skills and Mindsets:

- Belief in and commitment to the mission, vision and values of First 8 Memphis;
- Able to conduct research, compile information and present to various audiences;
- Demonstrated ability to work on a team and openness to giving and receiving frequent feedback;
- Ability to juggle multiple tasks and initiatives at once with little to no direction; and
- Initiator, problem-solver, and creative thinker.

Physical Demands/Environmental Factors:

Duties will be primarily carried out indoors, in environmentally controlled conditions with more than 80% of work time at a computer, in virtual or in-person meetings, or on phone calls. Successful candidates will have proficiency with Microsoft Office suite of programs including Excel, PowerPoint and Word; G Suite; Social Media (Facebook, Twitter, etc.); and basic web platforms and web browsers.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.



Our Commitment and Compensation

Workplace Commitment: F8M is committed to an inclusive, fair, and equitable workplace where everyone is respected and valued as a member of the team. We strive to attract, develop, and retain exceptional people that reflect the diversity of the children and families we serve; and to create a work environment that is dynamic, rewarding, and enables each of us to realize our potential. Our work environment is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.

What We Offer: The salary range for this part-time role is \$20,000 - \$25,000 annually, commensurate with experience. This part-time position is not eligible for health benefits. F8M offers a hybrid work environment and a generous holiday schedule and office closure for the last week of December.

Join Our Team: Please send your cover letter and resume to opportunities@first8memphis.org with the subject line: "Part-Time Partnerships Associate - Your Name". Final candidates who work with young children and/or have proximate reach to young children are subject to background checks.

