



Programs & Government Affairs Specialist – Contract Position

- ~ 10 hours per week
- Hybrid | Flexible schedule with some in-office work in the downtown Boise office
- Approximate beginning date: September 15th
- This contract may be renewable annually and starts at \$10,000

Organization Description

The Idaho Head Start Association (IHSA) is a 501(c)3 nonprofit that supports Head Start *programs* through Advocacy, Partnerships, Collaboration, Recognition, and Professional Development to achieve high quality outcomes for Idaho's children, families and communities. It is a membership organization, providing member benefits to its members: the thirteen Head Start programs in Idaho. IHSA does *not* provide direct services to Head Start children and families.

IHSA is a statewide organization composed of representatives from Head Start, Early Head Start, Migrant & Seasonal Head Start, and American Indian & Alaskan Native Head Start. The association was incorporated as nonprofit organization in 1995.

Head Start has been a federally funded program since 1965, providing no-cost early childhood education, health screening, workforce development, and other wrap-around services to children and their families aged prenatal to five.

Position Description and Responsibilities

The Programs & Government Affairs Specialist will work under the supervision of the Executive Director in the following key areas, with other applicable duties as assigned.

1. Government Affairs (~ 50% of workload)
 - a. Develop IHSA Policy Agenda
 - b. Plan and coordinate annual Parent Statehouse Visit
 - c. State and federal policy and rulemaking tracking and response
 - d. Site visit coordination with lawmakers and Head Start programs
 - e. Collaborate with state and national partners on advocacy projects
2. Programs Coordination **Support** (~25% of workload)
 - a. Professional Development
 - i. Annual IHSA Conference
 1. Planning support
 2. Logistics support

3. Volunteer coordination
 - b. Communications
 - i. Op Eds
 - ii. Social media
 - iii. Podcast
 - iv. Website
 - v. Newsletters
 - c. Partnerships & Collaboration
 - i. Liaise with external partner organizations
 - ii. Represent IHSA in standing committee meetings as applicable
3. Development **Support** (~25% of workload)
 - a. Prospect research
 - b. Grant writing and management
 - c. Idaho Gives campaign management
 - d. Donor pipeline development
 - e. Community/corporate fundraising opportunities coordination

Preferred Experience and Qualifications

We value diverse experiences and perspectives. If you're interested in this role but don't meet every listed qualification, we still encourage you to apply. You may be a great fit in ways that aren't reflected in a checklist.

- Preference given to Head Start parent or child alumni
- Government affairs or policy advocacy
- Nonprofit sector
- Event organizing
- Grant writing and/or donor development
- Bachelor's degree
- Remote and independent work
- Strong written and verbal communication
- Proficiency in Canva, Hootsuite, and social media platforms
- Passion for helping Idaho youth and parents succeed
- Reliable internet connection for remote work; IHSA office will be available

How to Apply

Email your cover letter and resume to the Executive Director, Megan Woller, at mwoller@idahohsa.org. Incomplete applications will not be reviewed.

We value diverse experiences and perspectives. If you're interested in this role but don't meet every listed qualification, we still encourage you to apply. You may be a great fit in ways that aren't reflected in a checklist.

Equal Opportunity Employer

This organization does not discriminate against applicants or employees based on protected characteristics like race, color, religion, sex, age, disability, or veteran status