



Policy Capacity Building Coach

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About Pathwaves Washington

Early childhood systems in Washington state and throughout the country continue to be inequitable, with Black, Indigenous, People of Color (BIPOC) children facing poorer outcomes due to a history of systemic and structural racism. At the same time, leaders from BIPOC communities are grossly underrepresented in positions of power within policy development processes.

Pathwaves Washington believes the early childhood systems we collectively build now in Washington state will impact generations of children and their families. To eliminate racial disparities in early childhood outcomes, systems must be intentionally shaped by early childhood policy leaders who are aligned in a deep understanding of anti-racist principles and practices, and reflect the identities and lived experience of families and children of color.

Pathwaves Washington seeks to address representation gaps, create a supportive network of BIPOC early childhood policy professionals, and activate a network of early childhood organizations to disrupt systemic and institutional racism within their organizations and in broader policy development and implementation.

Pathwaves Washington begins by creating pathways for leaders of color to hold decision-making roles in early childhood systems so they can equitably drive and shape the design of policies that affect children, families, and communities. Our foundational program, the Pathwaves Fellowship, is a 20-month fellowship that elevates BIPOC leaders into the early childhood policy sector.

The Fellowship is employment- and cohort-based, and it posts Fellows within organizations doing early childhood policy work in Washington state. Pathwaves Washington intentionally cultivates leaders of color from communities furthest from justice so that they will inhabit decision-making roles that will shape early childhood policy systems for generations to come.

Position Summary

The **Policy Capacity Building Coach** will be instrumental in advancing Pathwaves' mission by building capacity with community partners who are grassroots, BIPOC-led organizations focused on early childhood policy. Utilizing the Pathwaves [Theory of change](#) as a framework, this role will provide training, coaching, and navigational support to both Fellows and placement site supervisor(s) to build their knowledge and skills to effectively impact early childhood policies.

Pathwaves is looking for a collaborative leader who will bring a strong commitment to racial justice and a deep understanding of the role of advocacy to advance public policy for historically marginalized communities. They will have an adaptive approach to project management, resourcefulness, and a strong relationship-oriented approach to their work.

Job Duties and Responsibilities

The **Policy Capacity Building Coach** will complement the existing Pathwaves Curriculum and professional development offerings. This role will be key in developing relationships with Fellows, partner organizations, staff, and board to support the learning and growth for Fellows working primarily in community-based organizations, Fellows in their advocacy efforts. This role will advise on strategy to effectively support the policy development of the organization and share a compelling story for our external communities.

Facilitation & Coaching (60%)

- Facilitate both individual and small group policy coaching sessions with Fellows to deepen their policy and advocacy understanding and skill navigating political environments.
- Meet with placement site supervisors and Fellows to understand, support, and align on early childhood policy priorities for placement sites.
 - Develop trainings and/or workshops on topics relevant to Fellows and their placement sites. For example: organizing, community mobilizing, and coalition building.
- Develop coaching plans to strengthen Fellows' abilities to meet advocacy goals with their placement sites
 - Set goals with Fellows and track progress toward meeting coaching plans and goals.
 - Identify growing edges, opportunities to understand trends, and ways to tailor policy coaching sessions to the needs of Fellows.
 - Identify additional subject matter experts, etc. to build skills and content knowledge on a variety of policy and advocacy topics.
- Establish and support relationship building in a majority remote environment, skillfully integrating Pathwaves' values in all aspects of the organization's work.

Policy Tracking and Analysis (10%)

- During Washington's legislative session, track and analyze public policy, advocacy, and budget initiatives across early childhood policy issue areas, with a focus on public policy issues most pertinent to Pathwaves partners.
- Track Fellows' policy engagement/activity for grant reporting and external communication purposes.
- Maintain and update relationships with key policy and advocacy contacts, tracking legislative champions and key advocates in the early childhood policy landscape.
- Use a racial equity lens to identify, monitor, and analyze relevant legislation primarily at the state level that impacts early childhood, including emerging trends and opportunities.
- As needed, attend and report on policy workgroups, coalition meetings, hearings, briefings, etc, to support the learning and understanding of fellows, staff, and partner organization supervisors.

Fellowship Program Advising (10%)

- Advise on the Pathwaves curriculum and weekly professional development day agendas to complement the Pathwaves Fellows' learning with policy coaching.
- Advise and evaluate Pathwaves Fellows in their completion of a cumulative portfolio to showcase their learning and work products.
- Continue to strengthen the Fellowship's programmatic scope by identifying and integrating critical topics, relationships, activities, and experiences.
- Support programmatic evaluation efforts, analyzing and adapting learning approaches with community feedback and metrics.
- Contribute to the formal evaluation efforts in partnership with external evaluators and staff.

Communications & Network Building (10%)

- Support Pathwaves' storytelling efforts to clearly articulate the policy and advocacy impacts of Pathwaves' work in our external communications.
- Collaborate with the Pathwaves team to draft and produce presentations on reports, one-pagers, legislative summaries, and policy and strategy documents.
- Review and advise external communications messaging related to policy and advocacy topics.

Collaborative Team & Management Functions (10%)

- Collaborate with the Pathwaves team on various aspects of the organizational structure and strategy
- Actively engage with community members and key partners by participating in relevant meetings, conferences, hearings, and events.
- Advise on partnership development to more effectively meet the needs of the organization.
- Advise on development of the Alumni Engagement program and support a growing alumni network of Fellows in the future.
- Attend Pathwaves Board meetings, as needed.
- Other job duties as assigned.

Qualifications & Experience

An ideal candidate centers racial justice in their work and interactions with others. They value and seek to create nourishing and enriching spaces that honor individuals and communities in wholeness. Pathwaves is dedicated to recruiting candidates who reflect the communities we serve. We strongly encourage candidates from people of color; individuals who are immigrants, bilingual, and multicultural; and people with lived experience, and other diverse backgrounds to apply. We recognize each candidate will bring their own strengths and opportunities for growth. We are looking for a candidate who reflects a majority of the following attributes, skills, and experience:

Minimum Requirements:

- 7+ years experience engaging in public policy and/or advocacy (including organizing and campaign work) and the legislative process in Washington state.
- Knowledge of and work experience in early childhood policy/systems, ideally in Washington state.
- Experience working with nonprofits (as an employee, Board, committee member, or consultant).
- Demonstrated experience meaningfully engaging with community-based organizations/networks/coalitions with an orientation towards building capacity and a commitment to racial justice.
- Deep alignment with the [Pathwaves mission and values](#).

Desired Skills & Abilities:

- A systems thinker who brings a deep commitment to relationship-focused decision making.
- Demonstrated ability to facilitate learning spaces while modeling connection and infusing humility and curiosity.
- Strong relationship-building skills and ability to authentically listen, engender trust, and act with intentionality.
- Excellent interpersonal skills to foster collaboration, thoughtful consideration and credibility of deliberative processes, and communication with a variety of key partners.
- Ability to analyze power from multiple perspectives.
- Policy expertise in monitoring, reading, interpreting and/or writing legislation, budgets and administrative rules and regulations.
- Diplomacy skills required for politically sensitive contexts.
- Excellent written and verbal communication skills, with the ability to successfully interface with a diverse range of key partners.
- Strong ability to execute work, center racial justice, and remain committed to continuous growth.
- Proficient in Google Suite (Docs, Spreadsheet, Slides) and online meeting tools, such as Zoom.
- Strong time and project management skills.
- Ability to work independently in a small, remote team and with people from a diversity of backgrounds and experiences.
- Takes their work seriously, yet finds opportunities for fun and levity.

Application Instructions

To apply for this position: Submit your resume, cover letter, and contact information through our [application](#)

[portal](#). This position will be open until filled, with a priority for applications submitted by 6/11/2025. If you need technical assistance, please contact us at info@pathwaveswa.org.

- **Resume:** Upload a current resume. Resume must not exceed 2 pages and be provided in a PDF format.
- **Cover Letter:** Upload a cover letter highlighting your fit for the role, alignment with Pathwaves values, and commitment to racial justice. Your cover letter must not exceed 2 pages and be uploaded in a PDF format.

Anticipated Application Schedule

1. **Virtual Screening Call:** 20-30 minute Zoom call with Pathwaves staff.
2. **Virtual Panel Interview:** 45 minute interviews with an interview panel consisting of staff, board, and community partners.
3. **Virtual Presentation Interview:** Candidate delivers a 20-25 minute presentation followed by a short Q & A. Please note, candidates who make it to this stage will receive a stipend to compensate for their time.
4. **Final Interview (in-person):** If needed, there may need an additional 30-minute interview to address any outstanding questions.
5. **Reference Calls:** Pathwaves will request 3 professional references from candidates. Offer will be given pending reference and background checks.

Position Details

Work Location: This is primarily a remote position with some limited travel, must live in Washington state.

Status: Full-time, 37.5 hours/week

Supervisor: Co-Executive Director, Programs & Operations

Compensation: \$80,000 - \$100,000

Benefits: Benefits include employer-sponsored medical/dental/vision, 18 days of vacation leave, 8 days of paid sick leave, 10 paid holidays, 2 floating holidays, and a year-end paid office closure (Dec. 25 - Jan 1). Position is eligible for enrollment in a 401(k) program with an employer match up to 4%.

Pathwaves Washington is an Equal Opportunity Employer who cares deeply about its staff and prohibits discrimination and harassment of any kind. Employment decisions at Pathwaves Washington are based on organizational needs, job requirements, and individual qualifications without regard to race, color, national origin, gender identity, age, transgender status, religion or belief, family or parental status, or any other status protected by the law.