



# EQUITY IN EDUCATION

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C O A L I T I O N

**Job Title:** Legislative Assistant  
**Reports to:** Executive Director  
**Location:** WA Statewide, remote or hybrid, must live in WA State  
**Salary:** \$55-65K per year

The mission of the Equity in Education Coalition (EEC) is to advance equity in education, foster civic engagement, end the digital divide in WA State, and advocate for students and communities of color, Native American, refugee and immigrant.

## Our Office

We are highly dedicated to the important work of equity and racial justice, and strive to foster a caring, supportive, and flexible work environment. We take time to get to know each other as individuals and we support each other to learn and to grow because we believe individuals are the key to societal transformation. We have a good sense of humor and find fun and joy in our work.

## Our Values

Transparency  
Integrity

Community  
Justice

Social and Racial Justice  
Transformation

**Position Description:** The legislative aide is a crucial position that supports the Advocacy and Mobilization team as well as the Executive Director in supporting the drafting of legislation, following legislative priorities through the legislative session, legislative calendar services, maintaining the bill tracker that includes the priorities of the EEC, and conduct policy and legal research. This position will help track bills, identify and monitor specific issues with legislation, help maintain legislative one-pagers, and share the EEC priorities with other member organizations and partners. This position has many administrative duties, including maintaining and handling partner organization inquiries, supporting coalition meetings and administration, and managing schedules and travel for the Executive Director and other team members.

They report to the Executive Director.

**The primary areas of responsibility for the Legislative Assistant are:**

## Duties & Responsibilities:

**Regular legislative sessions take place January through March in even-numbered years and January through April in odd-numbered years. This position is YEAR ROUND.**

## General Duties and Responsibilities

- The Legislative Assistant (LA) works under the supervision of the Executive Director with mentorship from the Advocacy and Mobilization team, providing legislative and administrative

support, performing legislative and bill tracking coordination, and handling general communication tasks.

- The LA will help members of the EEC communicate with our supporters, the media, interested parties and the general public about policies considered and passed by the legislature that affect public education;

#### Legislative Support

- The LA will track EEC's legislative proposals, monitor committee hearings and floor debates, and report legislative developments to the EEC team.
- The LA will draft legislative testimony as needed.
- The LA supports the EEC's Research Manager with research work, as needed.
- The LA supports the Advocacy & Mobilization team to draft legislation and/or amendments as needed.

#### Communications & Events

- The LA will create and update communication materials related to EEC's legislative priorities.
- The LA will work in collaboration with the EEC Communication's Team to develop legislative content for the EEC newsletters, monitor our website to ensure information is up to date, and help the EEC members maximize social media opportunities.
- The LA will support the development of various events during the legislative session as well as listening tours during the interim on K-12 education and other EEC legislative priority topics.

#### Executive Support

- The LA will oversee and manage the Executive Director's calendar including complex scheduling assignments, individual appointments, group meetings, public events, and travel arrangements.
- The LA will draft responses on behalf of the Executive Office and Advocacy and Mobilization Team to emails, letters, and phone calls.
- The LA will submit detailed and timely accounting reports for travel and expense reimbursement on behalf of the Executive Director.
- The LA will perform other duties in support of the organization's mission as requested.

#### **Skills and Experience:**

The Legislative Assistant is a highly collaborative, goal-oriented, and driven relationship builder, who is excited by both higher-level strategy and on-the-ground operational work. The ideal candidate will bring some or all of the following personal and professional characteristics to the position:

- Strong interpersonal and relationship-building skills;
- Creative, critical, and strategic thinker with excellent written and verbal communication skills;
- Highly organized; able to manage multiple tasks simultaneously;
- Demonstrated ability to establish confidence with legislators, advocates, parents, and students;
- Working knowledge of EveryAction (Now Bonterra), Salesforce or similar CRM;
- Dedication to the mission and values of the Equity in Education Coalition;
- Experience working with team members of diverse roles and backgrounds
- Office management and administrative support experience, ideally in a fast-paced environment
- A strong commitment to undoing institutional racism within the educational system
- Demonstrated ability of strong writing, editing, and oral communication skills, including standard formatting and protocol for professional correspondence

- Demonstrated proficiency with Microsoft Office Suite and related software to include video conference technology
- Knowledge of legislative process and state and local government structure, functions, and services

Note: Diverse backgrounds in education and experience could be successful in this role and will be considered. Candidates with any combination of experience that demonstrates the ability to perform the work will be considered

**Work Setting:** The EEC is a fast-paced work environment where we manage several programs, events, and priorities at the same time. Flexible hours are offered (within normal Monday to Friday business hours). We are a small team committed to the work of racial equity in the educational system. The office is located inside a beautiful building.

The Legislative Assistant works in a fast-paced environment. During the legislative session, this position will travel to Olympia with the Executive Director and members of the Advocacy and Mobilization team as needed.

This position is year-round, therefore, during the interim this position may be hybrid and/or remote in WA State.

This position may have to work evenings and some weekends with some limited travel required.

We are in north Beacon Hill, right next to the International District, and it's awesome here, with diverse restaurants, bars, and shops. The team is ridiculously dedicated to the mission and fun to work with. It helps that we have the best snacks – no joke, **you \*must\* love to eat a variety of foods** and experience different ethnicities, cultures, and perspectives. Please be aware that there **are small, friendly dogs in our office** regularly and this is part of the office environment that candidates should consider before applying.

**COVID-19 Vaccination Policy:** In accordance with applicable law, Equity in Education Coalition requires current and future employees, whether full-time or part-time, to provide proof of up-to-date vaccination against COVID-19.

Please email resume and cover letter to [info@eec-wa.org](mailto:info@eec-wa.org) with “Legislative Assistant” in the subject line.

**People of the Global Majority, those whom have been affected by institutional and systemic racism, and 2SLGBTQIA+OC are strongly strongly strongly encouraged to apply.**

**If you are thinking to yourself, “I have some of this, but not all of it” apply anyway – we are looking for an amazing team partner.**