



# National Coalition For Literacy

## Public Policy Consultant Scope of Work

**The National Coalition for Literacy seeks a contracted Public Policy Consultant to perform the following functions:**

- Monitor federal public policy and legislative developments in adult basic education and literacy, related education issues, immigration, and budget and appropriations.
- Report federal public policy and legislative developments on the above issues in a timely manner to the NCL advocacy chair, the NCL president and NCL members as appropriate.
- Recommend federal public policy advocacy strategies and tactics as soon as possible to the NCL advocacy chair, members, the NCL president and board of directors.
- Assist the advocacy chair to prepare public policy alerts, public policy principles, and other documents as requested.
- Cultivate relationships with Capitol Hill staff and federal agency personnel, including in-person meetings as appropriate and necessary.
- Ensure that the NCL advocacy chair is updated as soon as possible following any Hill or agency meetings and that NCL records are consistently updated with Hill and/or agency contact information.
- Attend public policy meetings and NCL quarterly membership meetings as requested and encourage members to participate in public policy development and advocacy efforts.
- Attend meetings and events in DC or elsewhere as requested by the advocacy chair and/or NCL president.
- Provide input to development and implementation of Dollar General Advocacy Toolkit, blog, and webinars as requested by the advocacy chair.
- Prepare adequately in advance of all public policy meetings, membership meetings, and/or meetings with the advocacy chair, including having ready access to relevant documents and other required information; adhere to agreed-upon deadlines.
- Provide federal public policy advocacy consultation to NCL members as requested and within existing budget constraints.
- Provide monthly invoice and activity summary to the NCL President at the end of each month for approval and payment.

**Term of Contract:** January 4 – May 31, 2011

**Compensation:** \$3,000 a month

**Reports to:** NCL president and advocacy chair

**Apply by:** December 27, 2010

**For more information or to submit your resume, cover letter, and three references,** contact Jackie Taylor, NCL Public Policy Chair, [Jackie@jataylor.net](mailto:Jackie@jataylor.net) or Heidi Silver-Pacuilla, NCL President, [HSilver-Pacuilla@air.org](mailto:HSilver-Pacuilla@air.org), 202.403.5218