

## Job Description and Announcement

<b>Position:</b>	<b>Policy &amp; Communications Manager</b>
<b>Classification:</b>	Exempt, Full Time
<b>Position Salary Range:</b>	\$70,304 – \$91,550
<b>Reports To:</b>	Business & Operations Director
<b>Deadline to Apply:</b>	<b>March 18, 2026</b> /Open Until Filled
<b>Estimated Start Date:</b>	<b>April 2026</b>

First 5 Fresno County (F5FC) is seeking a Policy & Communications Manager to spearhead the engagement and implementation of government, advocacy, communications, and community relations strategies to support and enhance the Commission's vision, mission and strategic plan priorities.

As with all F5FC positions, the Policy & Communications Manager's role is intentionally designed to further our mission to create a seamless system of quality, accessible services that support the well-being of every child and family. We're looking for a thoughtful and enthusiastic candidate who has eagerness for learning, relationship-building and serving Fresno County, as well as experience with public policy, communications, marketing, and/or journalism.

The F5FC staff is a small team that stewards public dollars designed to support an optimal early childhood system of programs and services in Fresno County. We are just as invested in our contracts and advocacy for the importance of the first five years of life as we are in our people, our staff team. We know our overall success is a combined effort, and we strive to provide opportunities for our employees to learn, grow, have balance, and enjoy work together. We value relationships amongst our teammates and all those we interact with because relationships matter. Our goal is to foster a team environment where people show up as their whole selves because we value diversity and inclusion. Whatever your distinctive talent and skills are, you will enhance our team and our mission. No two career paths at F5FC are the same.

As a Policy & Communications Manager, we expect the need for some on-the-job learning.

If the title seems intriguing, here are examples of some of the things we'll entrust you with:

- 1) Act as the agency's liaison and maintain partner relationships with statewide policy networks, legislative offices at all levels of government, and pertinent community collaboratives.
- 2) Monitor relevant legislative bills, analyze the potential impact on Fresno County's families with young children; develop and propose policy positions to support the agency's initiatives.
- 3) Lead the agency's communications and community relations strategy and activities including but not limited to press releases, issue specific talking points, general email communications, website content, and social media publications.
- 4) Advise and provide technical assistance to staff and partners regarding policy, advocacy and communication matters to ensure agency positions and actions are in alignment with the agency's vision and mission and relevant agency policies.
- 5) Develop, execute, and manage effective communications and community relations projects including but not limited to public education/awareness campaigns focused on different audiences (local leaders, community partners, etc.) to support the agency's vision, mission and Strategic Plan priorities.
- 6) Act as the point of contact for all media/government/public relations matters for the agency.

- 7) Present at Commission meetings on policy and communications matters with direct impact on Fresno County families with young children.

**Want to know more?** Keep reading!

Other general responsibilities of this position include:

- To work closely with the entire F5FC team to understand the network of partners and services supporting Fresno County families.
- In partnership with colleagues and community members, participate in the planning, development and implementation of projects and/or initiatives focused on making it easier to raise a family in Fresno County.
- Assist the evaluation team and First 5 staff with the development of an evaluation framework, accountability, and reporting requirements for funded programs.
- Facilitate meetings and/or trainings for community members and partners, as needed.
- Participate in special projects as assigned, assuming responsibility for the end product.
- Attend Commission/Board and community meetings; support with Commission/Board meeting logistics; prepare and present agenda items as needed.

*Some activities within the job description are subject to change based on the needs of agency work and priorities – all in the name of keeping it interesting.*

### **Skills and Characteristics**

*We are looking for someone who...*

- Approaches work and life with curiosity, cultural humility and finds joy in learning from and partnering with people from diverse backgrounds.
- Is committed to investing in the lives of our community's most underserved children and families, including, but not limited to, addressing the systemic forces affecting our communities particularly around race and equity.
- Builds and thrives in positive relationships and collaborative spaces with coworkers and partners.
- Will reflect, learn and strive to grow individually and as part of a team.
- Has sound judgment and integrity.
- Is quick to take initiative, analyze situations and recommend solutions.
- Is well-organized and can manage multiple, overlapping projects with unique tasks and timelines.
- Writes and communicates clearly with others.
- Learns quickly and thinks critically and creatively.
- Is ready and able to adapt to new conditions and changing assignments.
- Is self-motivated and able to work independently and in a team with minimal supervision.
- Has a working knowledge of/experience with the importance of early childhood development and factors impacting family and community well-being.
- Has experience with the Microsoft Suite (Word, Excel, and PowerPoint), Adobe Acrobat, and computer usage.

### **Education/Experience**

- Any combination of work experience, lived experience, education, and training that demonstrates the knowledge, skills, and abilities listed previously.
- Experience in Public Policy, Communications, Marketing, and/or Journalism preferred.

## **Benefits**

- Medical Plan, Vision, and Dental coverage at 100% by the employer
- Health Savings toward medical deductible included in annual compensation
- Dependent Care Account available
- Life Insurance Coverage
- 401(a) retirement plan- employer contributed at (approx.) nine percent of salary
- Accrual of Paid Time Off for every bi-weekly pay period starting at 6hrs/pay period
- Holidays (~ 14 per year)

## **More About First 5 Fresno County**

At First 5 Fresno County we believe children thrive when their families thrive. We invest in and partner with public, private and community-benefit agencies to strengthen our community's supports for families with young children. We envision a future where young children and their families are healthy, loved, and nurtured. We pursue this vision by partnering with, advocating for and investing in our community to create a seamless system of quality, accessible services that support the well-being of every child and family. Proposition 10, the legislation that created First 5 Fresno County, states that the mission of First 5's is to create a seamless system of care for young children and their families, by using its funding to fill gaps where existing programs and services don't reach. First 5 Fresno County invests its dollars through grants/contracts with local non-profits and public organizations that serve young children and their families.

## **Other Requirements/Disclaimers**

- 1) Valid California Driver's License and auto liability insurance required.
- 2) Ability to travel independently within Fresno County to attend meetings as needed (mileage reimbursed).
- 3) Available to work before and after regular office hours (8 a.m. – 5 p.m.) on occasion, for meetings or to meet deadlines as needed.
- 4) Must have the ability to work in a highly collaborative and diverse work environment.
- 5) English proficiency is essential for the position. Any other language is welcomed.

## **Physical Requirements**

*While the following are typical physical requirements of this position, reasonable accommodations for individuals with disabilities may be requested and will be evaluated.*

While performing these job duties, the employee is regularly required to stand/sit, move about, and perform clerical duties and keyboarding. The employee is occasionally required to reach; stoop and kneel. The employee must regularly lift and/or move up to 10 pounds and may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents. Acute hearing is necessary for telephone and in-person communication with callers and assisting staff, visitors, and vendors.

## **Working Conditions**

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment and families visiting the Lighthouse for Children facility. Some travel may be required. We are a hybrid- and child-friendly workplace with our office located in downtown Fresno.

## **Organizational Accountabilities**

We at First 5 Fresno County expect and also strive to encourage and strengthen the following organizational accountabilities in all team members:

### **Reliability and Professionalism**

Demonstrate consistent attendance, punctuality, and a professional demeanor.

### **Communication and Collaboration**

Communicate effectively and work cooperatively across teams to support shared goals.

### **Initiative and Ownership**

Take proactive steps to improve work processes and assume full responsibility for assigned projects.

### **Integrity and Trust**

Uphold ethical standards and build trust through honesty and transparency.

### **Leadership and Teamwork**

Lead by example, support team success, and foster a positive work environment.

### **Planning and Problem Solving**

Manage time effectively, anticipate challenges, and develop practical solutions.

### **Mission Alignment and Accountability**

Aligns actions with organizational mission and consistently meet performance expectations.

## **How to Apply**

First 5 Fresno County is committed to recruiting and retaining staff with talent, skills, education and lived experiences reflective of the diversity of the families we represent in Fresno County. Along with your **résumé**, **submit a cover letter** detailing examples of why your experience, background and skills make you an ideal candidate and colleague for this role. Include **a list of two professional references (with contact information)** who can attest to your pertinent knowledge, skills, and experience for this position.

Submissions in response to this announcement must be sent via email to [jobs@first5fresno.org](mailto:jobs@first5fresno.org) or uploaded to our online submission portal (<https://first5fresno.org/about/#job-openings>) by the posted deadline. We can't wait to meet you!