



## FIRST THINGS FIRST

*Ready for School. Set for Life.*

### FIRST THINGS FIRST SENIOR POLICY FELLOWSHIP

#### Frequently Asked Questions

The following questions and answers are designed to provide general information about the First Things First Senior Policy Fellow program and position.

#### GENERAL INFORMATION

##### **1. What is First Things First, and where can I find additional information about it?**

First Things First (Arizona Early Childhood Development and Health Board) is a public agency and one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Passed by voter initiative in 2006, First Things First is funded through a tax on tobacco products. Governed by a State Board and 31 Regional Partnership Councils, First Things First engages diverse constituencies across the state to accomplish its mission. Organizational values include a child and family-centered focus that is coordinated and collaborative; a comprehensive systems approach with continuous inquiry, learning and continuous improvement; and transparency and strong accountability toward achieving outcomes that will ensure all young children start kindergarten ready to succeed in school and life.

Additional information about First Things First may be found at [www.azftf.gov](http://www.azftf.gov).

##### **2. What is the First Things First (FTF) Senior Policy Fellowship?**

The FTF Senior Policy Fellowship is a part-time, one-year appointment that seeks to attract state and national professionals in early childhood health and development to provide leadership and navigate the complexities of building and improving a comprehensive early childhood system in Arizona.

##### **3. What is the purpose of the position?**

The FTF Senior Policy Fellow works independently and in agreement with the FTF Chief Program Officer, the Chief Executive Officer and organizational leadership to propose and advance solutions that positively impact and enhance a coordinated state and local level early childhood development and health system.

The Fellow will innovatively address policy, financing and system issues and barriers in one of five focus areas of First Things First:

- Early childhood education and learning,
- Children's health and development,
- Family support and literacy,
- Tribal family and child care policy, or
- Research and evaluation.



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### **4. What type of individual is FTF seeking to find?**

FTF is looking for a systems thinker and leader with a distinguished career of significant accomplishment in early childhood education, children's health and family support systems policy analysis, development, implementation and/or evaluation.

### **5. What is the program schedule and selection timeline?**

Applications will open beginning in January 2013, with interviews occurring during April 2013 and selection of the Fellow by May 2013. The one-year appointment will begin July 1, 2013 and end on June 30, 2014.

### **6. What is expected of the FTF Senior Policy Fellow during the program year?**

The FTF Senior Policy Fellow will serve in a part-time (20 hours/week), one-year appointment. The focus area and goals for the year will be defined collaboratively between the Fellow and FTF senior leadership, to align with the FTF operational strategic plan and the expertise of the Fellow.

## **ELIGIBILITY, APPLICATION AND SELECTION**

### **7. What are the eligibility requirements?**

The applicant must have:

- A minimum of masters or doctorate degree from an accredited college or university in medicine, nursing, related health professions, early childhood education or special education, early childhood development, family development and support, early childhood public policy or related field.
- A minimum of 15 years previous experience public policy development in early childhood health and development.
- State and national policy experience.
- Thorough knowledge and previous experience in early childhood systems and service delivery; program development, implementation and monitoring; early childhood research and research methods; and effective professional development and technical assistance practices.
- A commitment to a comprehensive systems approach and organizational planning that focus on clear priorities, realistic expectations and vigorous assessment.
- Strong team leadership, organizational, and project management skills.
- Experienced facilitation and group leadership skills that result in collaborative success and desired outcomes while working with staff, volunteers, parents, professionals and providers, community leaders, governmental officials, tribal partners, public and private entities and faith-based groups in communities throughout the state.
- Excellent written and verbal communication and presentation skills.



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### **8. How do I apply and what will I be asked to submit?**

The applicant will complete the application cover sheet and provide a statement of interest and focus area, a professional vitae/resume, a writing sample and three professional references from colleagues or key policymakers with whom s/he has worked. Project outcomes or products should be noted in the letters of reference.

All elements are required for the application and should be included as attachments in an e-mail to [fellowship@azftf.gov](mailto:fellowship@azftf.gov).

### **9. What will be the process for selection of the FTF Senior Policy Fellow?**

Applications and other required information will be reviewed by FTF staff, and interviews will be held with selected candidates during April. Selection and notification of the Fellow will occur in May 2013.

## **ADMINISTRATION**

### **10. Is the Fellow provided with compensation and benefits, i.e. salary and health insurance?**

This is a part-time (20 hours/week) appointment compensated at \$45,000 for one calendar year beginning July 1, 2013 and ending June 30, 2014. The State of Arizona provides a comprehensive benefits package, including a top-rank retirement plan and low cost health and dental coverage which become available after a specified length of employment.

### **11. How are travel costs covered for this position?**

Since the position requires approximately 20% travel throughout the state, mileage and other travel costs will be paid according to Arizona state regulations on in-state travel. Out-of-state travel, as well as other professional development costs, may be considered for payment with the consent of the FTF Chief Program Officer.

### **12. How are previously scheduled commitments, such as vacation, to be handled during the Fellowship year?**

Such requests will be discussed with the FTF Chief Program Officer at the beginning of employment.

### **13. Where can I direct additional questions?**

Requests for additional information can be made by e-mail to [fellowship@azftf.gov](mailto:fellowship@azftf.gov).