



POSITION DESCRIPTION

Become a SAAEF!

Learn how to work collaboratively with your state director, state association, and student ambassadors to lead your state in advocacy efforts for adult education! Network with leaders from across the country and gain critical skills with long-term personal and career benefits. By participating in COABE's impactful State Advocates for Adult Education Fellowship (SAAEF), you will play an integral part in developing concerted, local, state, and nationwide efforts to educate funders, the public, and stakeholders on the value of the work of adult education.

More About This Fellowship

This initiative elevates the adult education profession and the accomplishments of the adult learners we serve, and helps drive increased funding for our field. The SAAEF program builds upon COABE's award-winning national adult education advocacy work by creating an innovative and effective network of advocates that are capable of making a difference in all corners of the nation.

Qualifications

Fellows may be local program leaders, state association members, student ambassadors, or adult educators with the drive to achieve measurable outcomes in promoting the good work of adult education programs within their states.

The Goal of SAAEF

The SAAEF is a funded fellowship, and the project's goal is for each state to have *at least one* passionate advocate to engage in outreach and communication at the national, state, and local levels. Training, mentorship, materials, support, and funding are provided by COABE.

Resources for Success

Read the [Twenty Steps to SAAEF Success](#) to review expectations and progress indicators that ultimately result in success.



Lead Equip Empower

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Key Responsibilities:

1. Team Leadership and Advocacy Meetings

- Schedule legislative meetings (mayor, governor, state legislators, and members of Congress).
 - Meeting attendees should include a team comprised of an adult learner, workforce partner, teacher, staff, and/or administrator.
- Prepare your team for these meetings by reviewing:
 - Data sheets.
 - Talking points.
 - Student or program success stories.
 - Current trends, topics, or legislative asks.
- Inform the COABE office of upcoming legislative meetings and complete a follow-up survey after the meeting(s). Add meetings and events to the COABE padlet.

2. Social Media Advocacy

- Utilize social media to engage with and tag legislators on:
 - Relevant topics or requests during Advocacy April, AEFL Week, and other special requests by COABE.

3. Advocacy Alerts and Communication

- Actively engage in all COABE advocacy alerts and, when requested, send specialized communications.

4. Policy Input and Tracking

- Provide input on policy matters as needed.
- Update project tracking software with local advocacy alerts and assist COABE in coordinating campaigns around local efforts.

5. Monthly/Annual Sharing and Website Updates

- Share successes and challenges monthly with SAAEF leadership, other state advocates, and large group members in your state.
- Ensure successes are added to the COABE website and include fresh student success examples.

6. Monitoring and Reporting Concerns

- Monitor and notify the COABE CEO and Public Policy Chair of local, state, and national concerns affecting the adult education field.

7. Building State Association Relationships

- Build strong relationships with state associations to streamline advocacy efforts.
- Encourage state associations to submit success stories to the Educate and Elevate website and promote ongoing success stories based on their needs.

8. Statewide Advocacy Planning

- Where possible, in coordination with the state director and state association, plan and lead statewide advocacy efforts, especially during AEFL Week.



9. Training and Participation

- Attend monthly trainings and actively participate in a community of practice for one year.
- Engage in independent reading and attend webinars.

10. Reporting and Deliverables

- Submit reports to the COABE CEO demonstrating your accomplishments and meeting deliverables.

Accountability

To maintain the integrity of the fellowship program, all fellows must:

- Meet the outlined expectations to the best of their ability.
- Communicate proactively with COABE leadership regarding any challenges that may affect your ability to fulfill your responsibilities.

Collaboration Assessment: State associations will be surveyed quarterly to evaluate whether fellows have been effectively coordinating with them. Lack of demonstrated collaboration or a negative assessment may impact the fellow's standing in the program.

Failure to meet these expectations without prior communication may result in dismissal from the fellowship program and forfeiture of the stipend. Dismissal decisions will be made after careful review and discussion with the fellow.

Compensation: \$1,000 will be awarded upon completion of the one year fellowship.

Skills:

- General mastery of the issues that we are championing as well as funding requests (e.g., Digital literacy, workforce readiness, adult education's transformative value, intergenerational impact of family literacy, etc.).
- Ability to communicate the needs at the local and state level to COABE and the legislators.
- Must represent adult education well and have a passion for the field and adult learners.
- Must be able to advocate for WIOA Title II funding and the field of adult education

