



Position Description: Attorney

Organization: South Carolina First Steps (SCFS) is both a nonprofit and state agency and is the only dedicated, comprehensive early childhood agency in South Carolina focused on getting children ready for school and life success. Annually, we serve more than 30,000 children. Established by the South Carolina General Assembly in 1999, SC First Steps provides funding and support to a network of 46 local, First Steps partnerships, one in every county. Through the partnerships, First Steps provides evidence-based parenting, literacy, and development programs; training for early childhood educators; child care scholarships; child care quality enhancement; and a slate of other early interventions. Through First Steps 4K, the agency partners with over 200 child care centers to offer free, high-quality, educational Pre-K 4 to more than 2500 children. In addition to developing, funding and supporting programs and initiatives statewide, South Carolina First Steps coordinates the activities of the South Carolina Early Childhood Advisory Council, a collaborative body representing the state's early childhood system. The Early Childhood Advisory Council works to ensure that South Carolina's children arrive at school ready to reach their highest potential, are healthy and safe, and are actively supported by their families and communities.

The diverse workforce that makes up the 65+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. As an organization, we value: children, relationships, equity, high quality, and results. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

Team: Administrative

The SC First Steps Administrative Team integrates core, cross-cutting functions including communications, strategy, evaluation, data management, human resources, fundraising, grants management and compliance across the organization, with local partnerships, 4K providers and with other agencies and systems. The Administrative Team is led by the Executive Director.

Position Description:

Staff Attorney IV will serve as general counsel and lead the government affairs efforts for South Carolina First Steps and the Early Childhood Advisory Council. This position is based in Columbia, SC.

Responsibilities and Duties:

- Oversee overall legal activities including risk mitigation, contract development and review, legal support and guidance regarding Human Resources, ethics and Freedom of Information Act (FOIA) matters, grievances, and other legal matters.
- Assist in formulating and reviewing policy for South Carolina First Steps.
- Plan and oversee legislative strategy for South Carolina First Steps and the Early Childhood Advisory Council.

- Draft legislative bills, resolutions, regulations, and amendments, and assist the Executive Director and Director of Administration in the development of the annual agency budget request including the development of provisos.
- Prepare and provide presentations, information, reports and data to members of the South Carolina General Assembly, legislative staff, the Governor's Office, and federal policymakers and their staff.
- Monitor and analyze relevant legislation and regulations pending before the general assembly.
- Gather and analyze research and data on state and federal legislation, investments and practices in early childhood education, parenting programs, child care, and early childhood state systems.

Qualifications and Skills:

Required:

- A juris doctorate degree or its equivalent from an accredited law school.
- Experience as a practicing attorney.
- Must be a member in good standing of the South Carolina Bar.
- Knowledge of legal and legislative process.
- Must be collaborative, a partnership-builder, a problem solver, culturally-competent, organized, and self-directed.
- Must have a strong track record as an implementer who thrives on managing a variety of key initiatives concurrently.
- Must have the ability to manage multiple projects simultaneously with a high degree of accuracy and attention to detail.

Other Requirements:

- Valid South Carolina Class "D" Driver's License and ability to travel in-state and out of state
- Maintain and show proof of personal auto insurance
- Limited in-state travel, with an occasional overnight
- Limited after hours work required

Benefits:

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

SC First Steps is an equal opportunity employer.

SC First Steps is a drug-free workplace.

To apply, submit your cover letter and resume to Avian Jones at hr@scfirststeps.org.