

Job Description

Title: Advocacy Coordinator

FLSA: Exempt

Compensation: \$67,000 - \$75,000 annual full-time salary + health insurance stipend + retirement plan matching contribution

Supervisor: Executive Director

Date Revised: June 2024

Community Council's vision is a community where all people come together to create the future they want. Our mission is to foster a trusted gathering place where people engage in dialogue, inquiry, and advocacy to build a vibrant region for everyone.

The Advocacy Coordinator supports Community Council's mission and vision by facilitating the work of community volunteers as they advocate for positive change throughout our region, which includes Columbia and Walla Walla counties in Washington and the Milton-Freewater, Oregon area. All advocacy work is grounded in the recommendations that are generated through community study reports. Effective advocacy includes building positive relationships with individuals and organizations throughout the region, engaging community volunteers, tracking relevant local, state, and federal policy discussions, and providing support and leadership to catalyze community action around identified priorities.

Essential Job Functions:

- Upholds and promotes Community Council's mission and vision.
- Coordinates the implementation task forces to implement the study committees' recommendations. This can be a two- to four-year process for each study, which involves:
 - Convening and facilitating meetings
 - Developing and supporting community outreach to inform community members about advocacy and to recruit new volunteers
 - Writing and disseminating meeting agendas and summaries
 - Conducting research and drafting reports
 - Conducting policy analysis and policy development
 - Developing and implementing advocacy strategies
 - Writing and editing articles, policy proposals, public presentations and supporting volunteers in writing articles, policy proposals, and presentations
 - Reaching out to community groups and experts to develop relationships and learn from them
 - Participating in regional forums and networks relevant to the study advocacy process
- Supports the study process.
- Coordinates and supports volunteer activity.
- Maintains a strong understanding of inter-organizational relationships, and ability to build effective work teams and establish consensus.
- Conducts grant writing and reporting.
- Supports the development of Community Indicators.

Other Responsibilities:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time.

Skills and Experience:

- Ability to facilitate large and small group meetings that engage a variety of perspectives.
- Ability to build and maintain productive relationships with regional leaders, government, and elected officials.
- Ability to write clearly and concisely.
- Ability to think critically and strategically.
- Advocacy and community organizing experience.
- Ability to work independently and prioritize and juggle a wide variety of responsibilities.
- Spanish language proficiency and cultural knowledge preferred.
- Community outreach experience preferred.
- Ability to maintain website and social media efforts preferred.