



Leadership Council for Justice and Accountability

Title: Policy Advocate
Reports to: Co-Executive Directors
Job Status: Exempt

POSITION SUMMARY:

The Policy Advocate is an exempt position. Exempt employees are expected to work the appropriate and necessary time in order to complete key assignments and related tasks on schedule.

The Policy Advocate will be primarily responsible for working alongside community residents, conducting community education, and developing local, regional and state level advocacy campaigns to improve conditions in California's rural communities. The Policy Advocate will also be responsible for conducting research and analysis of proposed and existing policies at all levels of government to support resident advocacy efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop relationships with governmental agencies, non-governmental agencies, community based organizations, community members, academic institutions, and other relevant stakeholders
 - Develop relationships with media outlets
 - Attend relevant meetings and participate in coalitions, networks, etc.
 - Speak on behalf of Leadership Council at community events, conferences, convenings, etc.
- In collaboration with Co-Executive Directors, develop and implement an advocacy agenda in the region
 - Identify priorities and targets for change
 - Develop and Implement a strategy to address prioritized targets
 - Develop and communicate comments to advance regulatory advocacy
 - Attend hearings, conferences and related meetings to support Leadership Council priorities
 - Collaborate with local, state, and national partners to further advocacy goals
- Develop and maintain content area expertise related to local government, environmental law, and other substantive areas as identified by Co-Executive Directors

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- In collaboration with Co-Executive Directors, develop a research agenda designed to further advocacy goals
- Develop relationships with universities and other research institutions
- Lead community education and organizing efforts in the San Joaquin Valley
 - Develop curriculum for education and organizing
 - Develop relationships with community residents and agency partners
 - Develop advocacy plan in collaboration with staff and community partners
 - Coordinate and attend community events
- Author and co-author relevant reports and studies in collaboration with co-directors
- Represent LCJA in local, state, and national level conferences to further organizational mission and goals

OTHER DUTIES AND RESPONSIBILITIES:

- Other duties as identified by Co-Executive Directors and advisory committee
- Administrative duties
 - Maintain time records of all activities as directed by co-directors
 - Maintain files in accordance with office policies

EDUCATION AND EXPERIENCE:

- Bachelor Degree or comparable experience
- 1-2 years of demonstrated experience working with and on behalf of low income regions of the State
- 2-3 years of demonstrated knowledge of social justice issues impacting low income rural communities

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work regular evening and weekend hours
- Ability to travel within the State of California including throughout California and 1-2 times out of state
- Computer skills including Microsoft Office Suite and Google Office Suite
- Excellent verbal and writing skills
- Bilingual in English and Spanish
- Access to personal vehicle and insurance coverage
- Comfortable with working with residents and organizations from diverse backgrounds

ORGANIZATIONAL RELATIONSHIPS:

Clients, community partners, community based organizations, government officials, researchers

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PHYSICAL DEMANDS:

Ability to drive frequently to community meetings, hearings, conferences and other related activities, ability to conduct door-to-door outreach and conduct meetings, lifting materials and supplies such as chairs, easels, tables. Typically, these will weigh 30 pounds or less. Position involves sitting at a desk and working on a computer for most the work day

WORK ENVIRONMENT

Shared office space with one other staff member. Out-of-office meetings both meetings in other offices, in community centers, in homes and outside.

Leadership Counsel for Justice and Accountability is an “at- will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advice in writing of special needs at the time of application.

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