



## Job Description – Advocacy Specialist

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| <b>Program:</b>    | Advocacy  |
| <b>Reports to:</b> | Director of Advocacy  |
| <b>Hours:</b>      | Halftime 18.75 hours/week. Some evening meetings. Flexible scheduling outside of required meetings  |
| <b>Salary:</b>     | \$18,525 - \$19,500 annual salary (\$19 - \$20/hour) based on experience. CF/CIS is certified by Just Economics as a Living Wage employer   |
| <b>Location:</b>   | Currently, the position is remote with occasional in-person staff meetings at Children First/CIS offices or other sites in Asheville, NC. As local nonprofits and governments resume in-person meetings, this position may be required to attend additional meetings in the Asheville area. |
| <b>Benefits:</b>   | Paid vacation, paid sick days, paid holidays (pro-rated based on halftime hours)  |
| <b>Education:</b>  | High school diploma/GED required; post-high school education (even if degree not completed) preferred along with relevant experience  |
| <b>Other:</b>      | Valid driver’s license and ability to travel to meetings in the Asheville, NC area  |

Advocacy Specialists advance our organization’s advocacy efforts by providing administrative, research, and logistic support. The position works with the Advocacy Team on a variety of advocacy activities including communications; policy analysis; data collection/analysis; community meetings; and policy maker relations. The position includes independent work and working within a team on one-time and ongoing projects.

Ideal candidates embody the following:

- Resonance with our mission of “...empowering children and their families to reach their full potential through advocacy, education and services. As Communities In Schools, we surround students with a community of support, empowering them to stay in school and achieve in life.”
- Commitment to public policy advocacy as a path to: improve opportunities for children and families’ well-being; advance racial equity; and expand economic opportunity
- Experience with affordable housing policy and/or services
- Motivation to learn and grow from feedback and experiences
- Creative and critical thinking
- Positive relationships - evidenced by trust, tact, and integrity in dealing with others

Success in this position requires the following skills:

- Excellent interpersonal, verbal and written communication skills
- Ability to determine priorities and organize tasks while working with parallel projects/multiple deadlines
- Note taking in group meetings to capture main points and relevant follow-up
- Preparation and detail-focus to ensure excellent meetings, events, and gatherings
- Data tracking to support grant reporting and organizational goals
- Relationship building with diverse staff, volunteers, and partners
- Understanding of public policy processes at local, state, and federal levels
- Computer and technology competency - proficient in MS Office apps; able to use Zoom, Microsoft Teams for video conferencing; able to create basic graphs and tables in Excel; able to find reliable data/info via web searches; can manage web-based tools such as *Doodle* and *Survey Monkey*; experience with basic data entry; able to post images and text to social media; can troubleshoot basic tech related issues like frozen computers, email not responding, etc.

Key Responsibilities:

- Support the organization's Success Equation Housing Team – a group of representatives from several local nonprofits – with the following:
  - Organizing regular meetings and sharing all necessary communications for follow-up and prep
  - Assist with research and follow-up related to the Team's affordable housing priorities and advocacy strategies
  - Tracking local, state, and national housing policy discussions as directed to support advocacy planning and policy analysis
- Assist with advocacy communications including email alerts and social media posts
- Attend any trainings, webinars, public events, and/or meetings as assigned by the Director of Advocacy
- Research data and information and prepare reports/updates related to our advocacy agenda as assigned
- Maintain records necessary for evaluation and monitoring of advocacy work
- Assist with grant writing for advocacy work
- Attend staff meetings
- Other duties, as assigned

**To Apply:** Email a cover letter describing your interest in this position and the skills/experience you bring to be successful in it, along with your resume, as PDF attachments to:

[employment@childrenfirstbc.org](mailto:employment@childrenfirstbc.org). We will begin scheduling interviews after March 23, 2022.

Position is open until filled.