



# Advocacy Coordinator

The Seattle/King County Coalition on Homelessness is hiring a full-time **Advocacy Coordinator** to join our small collaborative team. This is a full-time non-exempt position reporting to the Executive Director.

The Coalition is a trusted and respected voice in our community as an advocate for people experiencing homelessness. We are a member-based organization whose mission is to mobilize our community to challenge systemic causes of homelessness and advocate for housing justice. We envision a region that acts on a shared sense of responsibility to ensure everyone has a home. Our core values are Equity, Justice, and Collective Action. For more information on the Coalition, please visit [www.homelessinfo.org](http://www.homelessinfo.org).

The Advocacy Coordinator works as part of a small, dynamic team at the Coalition, and with Coalition members, volunteers, and community partners to integrate effective advocacy, education, and mobilization across Coalition work. Primary areas of responsibility include: 1) Advocacy and Policy; 2) Community Education, Engagement, and Mobilization; and 3) Administration.

## Position Key Roles

### Advocacy and Policy

- Staff and support Executive Director to plan, develop, research, and implement advocacy campaigns and policy proposals.
- Stay up-to-date on fast-moving local and state landscape of homelessness and related policy issues and participate in or coordinate allied policy and advocacy campaigns that strategically align with Coalition mission, vision, and values.
- Coordinate, staff, and participate in meetings with multiple parties, including staff of member and partner organizations, sister coalitions, and local and state staff and public officials related to policies, issues, budgets, and campaigns.
- Work closely with Membership Organizer to connect and integrate advocacy and education into our members' work, including: plan and develop training, policy, and advocacy content for meetings; facilitate and present at meetings and learning sessions; engage and support members in advocacy and educational campaigns.
- Represent Coalition at public and community meetings and in standing meetings of partner organizations or coalitions with a wide range of participants.
- Write, draft, and create tools for education and advocacy campaigns, including draft policy memos; review and summarize meeting minutes, documents, and presentations; draft and format on-line actions and sign on letters; social media posts.

## **Community Education, Engagement, and Mobilization**

- Develop and coordinate trainings and other gatherings for a variety of participants related to current and new projects and campaigns. Sample activities and responsibilities include: develop, research, and draft on-line and printed information; prepare and make formal and informal presentations; coordinate and schedule on-line and in- person events; recruit, engage, and activate diverse participants and presenters; track registration and carry out timely follow-up communication and documentation.
- Coordinate Community Projects (education, training, volunteer opportunities and engagement campaigns) which currently focus on these areas:
  - Civic engagement and policy advocacy for service providers and general public;
  - Voter registration, voting rights, and civic engagement for people experiencing homelessness and other marginalized and disenfranchised people;
  - Practical supports, services, and educational materials to help local homeless students and their families.
- Convene, facilitate, coordinate, and staff work groups with Coalition members, volunteers, and partners.

## **Administration**

- Accurate and timely data entry and tracking of multiple project and campaign activities in database, on website, shared documents.
- Maintain and update information in organizational databases and website
- Assist in producing regular organizational communications materials, such as brochures, email newsletters and annual reports
- Assist with planning, execution, and follow up for community and member events
- Track and report all lobbying hours
- Attend weekly staff meetings
- Other duties as assigned

## **Required Skills and Experience**

- A minimum of three years' work experience in the areas of community organizing, community-based advocacy and policy development.
- Demonstrated project management skills, including: ability to define project tasks and resource requirements; plan, schedule and implement project timelines; produce interim and final reports for dissemination and presentation to a variety of audiences.
- Understanding of how structural racism and other systems of oppression affect homelessness and related issues of poverty, mental illness, substance abuse, sexual assault, and domestic violence.
- Ability and aptitude with technology, specifically: database systems (i.e. Salesforce, Salsa or other CRM), internet technology and Microsoft Office Suite.
- Ability to adapt to changing priorities and thrive in a fast-paced work environment.
- Excellent time management and organizational skills.
- Excellent written and oral communication skills.

- Availability to work varied hours including nights and weekends, as necessary.
- Ability to travel throughout King County as necessary.
- Commitment to mission, vision, and values of the Coalition.
- Excellent ability to communicate and work effectively with individuals from diverse economic circumstances, cultural and ethnic backgrounds, physical and mental abilities, and sexual orientation.
- Valid WA driver's license, reliable access to a vehicle, and proof of insurance.

## Working Conditions

Work normally takes place in a small office with a dynamic shared-workspace environment. Due to the current stay-at-home order in place in King County and Washington, staff are working primarily from home; work may continue to take place partly or primarily from home depending on shifting public health guidance.

Work performance includes long periods of sitting, working on a computer. Occasional lifting and carrying heavy items.

Some evening and weekend hours are required.

The Coalition offices are located on the third floor of an older building without elevator access. Stairs are steep.

## Salary and Benefits

Salary Range: \$23.00 - \$26.00 per hour (nonexempt)

Benefits: Generous benefits package including 100% employer paid medical, vision, & dental insurance, Orca card, and Employee Assistance Program. SEP IRA retirement account contribution (after one year). Flexible Paid Time Off (20 days plus holidays.)

## How to Apply

To apply, email a current resume highlighting relevant experience and skills; a cover letter describing why you are applying, how your previous experience qualifies you for this role; and where you found out about this position to [hr@homelessinfo.org](mailto:hr@homelessinfo.org). with "Advocacy Coordinator" in the subject line. **For priority consideration, please apply by 5.00 p.m. on June 21, 2020.**

## Equal Opportunity Employment

The Coalition on Homelessness is committed to a policy of equal employment opportunity; treats all employees and applicants equally without regard to race, color, creed, religion, sex, sexual orientation, gender identity, age, national origin, citizenship, veteran or marital status, sensory, physical or mental disability and all other groups protected by law; and promotes diversity in its workforce.