

JOB ANNOUNCEMENT

TITLE: Advocacy Manager
REPORTS TO: Director, Promotoras and Community Health Workers Network
FLSA STATUS: Exempt
EFFECTIVE DATE: November 1st, 2020

POSITION SUMMARY

Under the supervision of the Network Director, the Network Advocacy Manager will be responsible for the development and implementation of grassroots strategies and activities designed to advocate for local changes throughout the regions our Network of Promotoras and Community Health Workers encompasses.

PURPOSE OF POSITION

Visión y Compromiso (VyC) seeks a self-motivated, independent, alliance builder and team player with experience working with promotores and or community health workers to lead, support, expand and strengthen the advocacy agenda of Visión y Compromiso through its Network of Promotoras and Community Health Workers.

DUTIES AND RESPONSIBILITIES

In collaboration with the staff and volunteers that comprise the Network of Promotoras and Community Health Workers (the Network):

- Identify the priority areas and develop and execute effective multi-disciplinary advocacy campaigns, involving a combination of grassroots communication and organizing strategies in order to carry out local level advocacy throughout the Network's regions.
- Strengthen the capacity and advocacy skills of promotores in our Network with the goal of working towards collective outcomes that advance the principles of social justice and health equity.
- Build strategic coalition partnerships and strategic alliances with organizations, community groups and elected officials in order to meet the desired outcomes of VyC's advocacy agenda.
- Organize, lead, and participate in coalitions, community events, meetings and trainings to raise visibility and support for campaigns and for VyC.
- Foster opportunities for promotores and the Network to expand its advocacy voice and efforts.
- Educate policy makers and administrators about the importance of promotoras as an essential workforce and champion local and state policies for the integration of promotores/CHWs into systems of care.

- Provides strategic guidance, technical assistance and on-going support to Network staff, Network coordinators and promotoras as they pursue opportunities to advance the Network's advocacy priorities at the community level.
- Inform the Network of key legislative and political trends, issues, and current events, especially those affecting promotoras and community health workers.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The qualifications listed below are representative of the knowledge, skill, and ability required.

- Working knowledge of grassroots advocacy principles
- Proven successful track record in grassroots organizing/community outreach and leading advocacy efforts.
- Proven successful track record in coalition building.
- Ability to recruit, direct, and coach volunteers.
- Ability to implement programs and initiatives by engaging all key partners and constituents.
- Proven ability to educate and motivate individuals in political and legislative action.
- Strong verbal and written communication skills in English and Spanish.
- Effective public speaker.
- Ability to work with diverse people, communities, and cultures, with an understanding of cultural awareness practices.
- Experience working with promotores and/or grassroots community leaders.
- Experience with supporting integrated campaign strategies- media advocacy, grassroots mobilization, coalition-building to advance advocacy and policy goals.
- Basic understanding and skills to support social media outreach.
- Use and management of web-based grassroots action sites for creating campaigns, sending alerts and managing volunteer and legislator information.
- Knowledge of capacity building in the community.
- Knowledge of the legislative process at the federal, state and local level.

LANGUAGE SKILLS

- Proficiency in writing grant reports and developing work plans and budgets. Ability to speak effectively to partner organizations, members of the general public, or employees of organization.
- Proficient in reading, writing and speaking Spanish.

COMPUTER SKILLS

Proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Internet Explorer or other widely used and supported Internet browsers as well as proficiency with social media platforms like Facebook, Facebook Messenger, Instagram and WhatsApp.

CERTIFICATES, LICENSES AND REGISTRATIONS

Valid California Class C Driver License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions. Valid automobile liability insurance.

TRAVEL REQUIREMENTS

This position requires at least 50% travel time.

KNOWLEDGE & OTHER ABILITIES

Proficiency in the principles and methods of office management and modern office procedures, systems and equipment.

CORE COMPETENCIES

- Ability to establish and maintain effective and collaborative working relationships with co-workers, public officials and the general public.
- Able to effectively work with overlapping projects and deadlines.
- Adaptable and reliable in the face of conflict, crisis, or changing priorities.
- Ability to participate in a team setting and provide support by managing multiple and often simultaneous tasks, and in contributing to the creation of a work environment that is recognized for a high level of ethical integrity, quality work, , timeliness, cost effectiveness, accuracy, and results.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will sit, talk, hear and use hands and fingers up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 10 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

CONTACT: PLEASE FORWARD A RESUME AND COVER LETTER TO NORMA BENITEZ; DIRECTOR OF PROMOTORAS AND COMMUNITY HEALTH NETWORK , AT NORMA@VISIONYCOMPROMISO.ORG.