

JOB DESCRIPTION

Position:	Advocacy Coordinator
Reports to:	Executive Director
Hours of Work:	20 Hours a week
Location:	YWCA Cambridge, Central Square

The YWCA Cambridge is dedicated to eliminating racism, empowering women and promoting peace, justice freedom and dignity for all.

Overview of Position:

The Advocacy Coordinator will be responsible for the management and supervision of YWCA Cambridge's racial and social justice and gender equity initiatives, coalition building, and the mobilization of public support for the association's mission driven work. The Coordinator will be a champion for racial and social justice, women's rights, equal education, fair housing, voting rights, access to opportunity, and other ethical principles. The Coordinator will develop and maintain relationships with local, regional and national associates, community groups and other key partners, policymakers, and their staffs in order to keep the community informed and alert. The Coordinator will draft policy analyses, reports, and other written documents, and will lead community education presentations, workshops, trainings and events; and, in conjunction with the Development Manager, will create and disseminate e-newsletters and legislative action alerts, and manage social media pages on a regular basis.

This position ensures the advancement of the YWCA Cambridge mission of eliminating racism and empowering women, through educating community members about racial and social justice and gender equity issues, bringing racial justice and gender equity practices to other organizations and by advocating for appropriate practices and policies wherever possible.

Summary of Duties:

- Develops, supervises and implements racial justice and gender equity-related initiatives,
- Works with other YWCA Cambridge staff, and community agencies and businesses to develop new participants or contacts and to explore new, innovative advocacy programs.
- Ensures effective program operations and compliance with funder requirements, goals and expectations.
- Collaborates with funders and community partners on racial and social justice and gender equity initiatives that are consistent with the YWCA's mission.
- Represents the YWCA at appropriate community meetings, forums, collaborations and coalitions that further the mission of the YWCA.

- Working in conjunction with the Development Manager, researches funding opportunities and participates in grant writing to meet program needs.
- Works to promote coordination and to prevent or reduce duplication of efforts in education, training, and related areas among like-minded groups and organizations in the Cambridge area.
- Consults with the Executive Director to determine and provide appropriate responses to problems and emergencies.
- In conjunction with HR staff, develops training materials and/or arranges for staff and volunteer trainings related to the YWCA mission.
- Provides staff support to YWCA Cambridge's Racial and Social Justice Advocacy Committee.
Organizes racial and social justice and gender equity advocacy efforts, including the annual Stand Against Racism.
- Presents prevention and educational programs to schools, youth groups, churches, and community groups, as requested and appropriate.
- Keeps program statistics and other records as assigned.
- Adheres to all YWCA policies and procedures.
- Performs other duties as required.

Qualifications/Requirements:

- Two years' experience (paid or unpaid) working with, and knowledge of, existing community programs and organizations involved in eliminating racism.
- Bachelor's or Associate Degree in social sciences or related field preferred
- Demonstrated experience working as an advocate or an organizer
- Demonstrated commitment to the YWCA mission of eliminating racism and empowering women
- Experience with social media platforms.
- Knowledge of anti-racism and anti-sexism strategies
- Proven people skills especially for engaging volunteers and potential advocates
- Strong ability to maintain relationships through professional and responsive communications
- Able to work independently and as part of a team
- Highly organized and detail oriented
- Excellent verbal and written communication skills
- Demonstrated respect and sensitivity for cultural differences.
- Demonstrated ability to resolve conflicts in group situations.
- Demonstrated public speaking, training, and organizational skills required.
- Competence in standard business computer programs.
- Ability to keep confidential information and material confidential.

The YWCA Cambridge encourages applications from individuals regardless of race, color, ethnic origin, religion, ability and/or sexual orientation. We thank all applicants for their interest. Only those selected for interviews will be contacted.

**Submit Letter of Interest and Resume by September 16, 2020, to: HRresumes@ywcacam.org
(no telephone inquiries accepted)**

Candidates will be subject to a criminal records check (CORI).