

JOB DESCRIPTION

Position:	Advocacy Coordinator
Reports to:	Advocacy & Youth Leadership Manager
Salary:	\$22,100 to \$26,000 per year
FSLA Classification:	Non-Exempt
Hours of Work:	20 hours per week
Location:	YWCA Cambridge, 7 Temple Street, Central Square

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

Position Summary:

The Advocacy Coordinator plays a large role in actively guiding YWCA Cambridge's racial and social justice and gender equity initiatives. Our Coordinator is a champion for racial and social justice, women's rights, fair housing, and voting rights.

Our Coordinator helps mobilize public support for the association's mission-driven work. You will develop and maintain relationships with local, regional, and national partners and coalitions, as well as with policymakers and community groups. You will draft strong policy analyses and compelling reports and run community education workshops, training, and events. You will work closely with our Advocacy & Youth Leadership Manager and collaborate with other staff on issues impacting our clients and community.

Essential Functions: Develops and implements racial justice and gender equity-related initiatives

- Collaborates with YWCA Cambridge staff and community partners to develop and explore new, innovative advocacy efforts and events
- Represents the YWCA at community meetings, forums, and on coalitions
- Provides staff support to YWCA Cambridge's Social Justice and Advocacy Board Committee
- Drafts legislative action alerts, testimonies, and statements
- Keeps program statistics and other records as assigned
- Adheres to all YWCA policies and procedures

Preferred Qualifications:

- **Experience:** Two (2) years of experience working or volunteering with existing community programs and organizations involved in eliminating racism with demonstrated experience working as an advocate or community organizer, preferably for a 501(c)(3).

- Passion for and commitment to the YWCA mission of eliminating racism and empowering women
- Knowledge of anti-racism/sexism, anti-oppressive systems, and LGBTQ+ rights
- Proven people skills and relationship-building experience
- Able to work independently and as part of a team
- Excellent verbal and written communication skills with public speaking experience
- Bachelor's or Associate Degree in social sciences or related field preferred, or actively acquiring bachelor or associate degree
- Comfort and experience working on coalitions
- Knowledge of local fair housing and affordable housing issues
- Skilled in Google Suite (Google Forms, Sheets, Docs, & Slides) and Canva

Benefits:

- Health and dental insurance
- Generous vacation policy
- 10+ paid holidays
- Work from home opportunities

Note: This is a one-year grant-funded position with the possibility of extension.

YWCA Cambridge is an equal opportunity employer and courageous applications from individuals regardless of race, color, ethnic origin, religion, ability and/or sexual orientation. All employment is decided based on qualifications, merit, and business need.

We thank all applicants for their interest. Only those selected for interviews will be contacted.

***Submit Letter of Interest and Resume by September 15, 2022, to:
Human Resources, YWCA Cambridge***

HRresumes@ywcacam.org

(No telephone inquiries accepted)

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