

JOB DESCRIPTION

Position:	Advocacy Coordinator
Reports to:	Advocacy & Youth Leadership Manager
Salary:	\$22,100 to \$26,000 per year
FLSA 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. The ideal candidate 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:

Duties include but may not be limited to the following.

- Develop and implement racial justice and gender equity-related initiatives
- Collaborate with YWCA Cambridge staff and community partners to develop advocacy campaigns and events
- Represent YWCA at community meetings, forums, and on coalitions
- Provide staff support to YWCA Cambridge's Social Justice and Advocacy Board Committee
- Research relevant policy issues to inform advocacy activities
- Draft legislative action alerts, testimonies, and statements
- Keep program statistics and other records as assigned
- Adhere to all YWCA policies and procedures

Qualifications:

- Demonstrated work or volunteer experience with existing community programs and organizations involved in eliminating racism as an advocate or community organizer
- Passion for and commitment to YWCA's mission of eliminating racism and empowering women
- Excellent verbal and written communication skills with public speaking and facilitation experience
- Knowledge of anti-racism/sexism, anti-oppressive systems, and LGBTQ+ rights
- Ability to build positive relationships with diverse community stakeholders
- Ability to work independently and as part of a team
- Knowledge of local fair housing and affordable housing issues and legislative process is a plus
- Skilled in Google Suite (Google Forms, Sheets, Docs, & Slides) and Canva

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

YWCA Cambridge is an equal opportunity employer and encourages 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.

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

We are seeking a cultural addition to our team who helps us celebrate all dimensions of diversity. ***If you're excited about this role, we encourage you to apply even if you don't meet all the qualifications.*** Please submit your resume with the subject line "Advocacy Coordinator" to Human Resources at HRresumes@ywcacam.org. We look forward to hearing from you!

Applications are reviewed on a rolling basis. We thank all applicants for their interest. Only those selected for interviews will be contacted.