

Shepherd's Table

Position: Advocacy Coordinator

Classification: Exempt

Reports to: Director of Development & Communications

Supervises: N/A

Date: July 2022

Salary Range: \$50,000 - \$53,000

Position Summary

The Advocacy Coordinator is a full-time position designed to implement Shepherd's Table's advocacy agenda. The Advocacy Coordinator is responsible for monitoring legislation as it pertains to food insecurity, housing and mental health at the local, state and national level and devising strategies to pass measures and connect with policymakers in the interest of the people we serve. To that end, the Advocacy Coordinator will raise awareness and motivate stakeholders to take action through social media, website/blog, newsletters, community events, and other communications and marketing opportunities. In addition, the Advocacy Coordinator will organize and train meal guests/clients to amplify their voices and educate elected officials and others on the challenges that make it difficult to escape poverty.

Organizing Responsibilities

- Educate meal guests/clients, staff, board and volunteers on policies pertaining to food security, housing and mental health
- Organize a team of meal guests/clients that can advise ST on policy issues that impact their lives
- Plan and implement an advocacy agenda and strategy with key legislative targets that can be used to measure annual success
- Build partnerships with local and state policymakers and other homelessness, food and mental health organizations or coalitions to pursue common goals
- Prepare testimony and content to present it as needed in collaboration with meal guests/clients to advance the annual advocacy agenda
- Coordinate meetings, events and presentations

Communications

- In collaboration with the Communications Associate
 - Responsible for monitoring, maintaining and growing Shepherd's Table's social media presence (Facebook, Twitter, Instagram, LinkedIn, YouTube) as it pertains to advocacy issues
 - Communicating with stakeholders regularly to update and educate them on policies and issues pertaining to hunger, housing insecurity and mental health and requesting their support of legislation tied to our annual advocacy agenda
- Serve as a point of contact for media and public questions around Shepherd's Table's advocacy agenda

Knowledge, Skills and Abilities

- Strong community organizing skills motivating people to get involved in policy issues
- Strong skills in writing and presenting on matters that motivate people to take action
- Experience working in marketing or communications
- Able to communicate clearly and effectively
- Experience with Microsoft Teams, Zoom, and other streaming platforms for virtual events
- High energy, positive can-do attitude, flexibility, attention to detail, high degree of initiative
- Ability to work as member of a team
- Strong time management and organizational skills

Education and Experience

- Bachelor's degree
- At least two years of community organizing experience
- Bilingual English/Spanish preferred

If interested in this position, please send a cover letter and resume to Director of Development & Communications, Daniella Burgos at the following email address: dburgos@shepherdstable.org