Sisters of St. Joseph OF ORANGE

POSITION DESCRIPTION

Position Title:	Legislative Advocate	FLSA Status:	Non-Exempt
Division:	Ministry	Salary Grade:	6
Department:	Justice Center	Salary Range:	$25.00 to 31.08 per hour
Reports To:	Director of Justice	Last Update:	05/03/2023

Position Summary: The Legislative Advocate works with Director and staff to analyze and coordinate the advocacy strategy on crucial legislation impacting priority justice issues.

Essential Functions:

- Identify, develop, and maintain effective relationships with federal, state, and local legislative staff and legislators (Representatives, Senators, County Supervisors, City Council, etc.)
- Identify and develop relationships with Sisters, external groups, and constituents in key districts.
- Maintain current legislative roster; organize and facilitate meetings to prepare for lobby visits.
- Research, analyze, and develop legislation priorities impacting our work
- Develop outreach tools on our legislative priorities
- Work with Director to develop and implement legislative plans and actions
- Create social media, Constant Contact and email action alerts and other events as needed through various platforms
- Coordinate with Director to ensure consistency, accuracy, and quality
- Communicate legislative information to Director
- Knowledge of current justice issues
- Prepare/present summarized advocacy reports for committees
- Research, prepare, and inform/present on ballot initiatives during elections
- Communicate legislative updates to Sisters through presentations, reports, etc.
- Provide administrative and programmatic support as needed
- Provide testimony at local city meetings on CSJ's positions when necessary
- Other duties as assigned

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

- Minimum two years experience in legislative advocacy
- Familiarity with bill tracking systems/websites

- Knowledge and or experience in writing letters to the editor (LTE) on key justice issues and connecting/building relationships with local newspapers
- Has the ability to keep up with current events at a national and global level
- Ability to grasp issues quickly and communicate their importance articulately, accurately, and persuasively when lobbying
- Demonstrates effective oral and written communication skills as well as interpersonal and analytical skills
- Ability to handle multiple assignments with minimal supervision
- Knowledge of current international, national, and local issues preferred
- Takes the initiative in planning and implementation
- Demonstrates leadership and the ability to empower and collaborate with others
- Has experience working in a not-for-profit organization
- Has the ability to perform a variety of tasks as needed
- Has the ability to take the initiative and make improvements as needed.
- Has the ability to work collaboratively with others
- Has the ability to multitask and adapt to the changing demands of the office
- Has the ability to manage program timelines, activities, and documentation
- Demonstrates intermediate to advance skills in using a computer and various systems: Zoom, Constant Contact, Canva, Adobe Reader, Microsoft Word, Excel, PowerPoint, Access, Outlook, and various social media platforms
- Valid CA Driver's license

Education: Bachelor's Degree in Political Science or Public Policy preferred. Experience of 2 years or more in advocacy field in lieu of education). General knowledge of local, state, national and international justice issues. Bilingual preferred.

Experience: Experience in research, writing, and oral presentations, as well as the ability to articulate complex legislation and to communicate clearly and effectively to a variety of audiences. Write and develop fact sheets, reports, and other materials to support the legislative agenda.

Physical Demands and Working Conditions:
The physical demands and work environment described here represent those that an employee must meet to successfully perform the job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions while performing the essential functions of this job.
While performing the duties of this job, the employee is situated in an office setting. The ability to share workspace with others is required. The employee is occasionally exposed to cool or hot indoor and outdoor temperatures. The noise level in the work environment is usually quiet to moderate. The employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit for extended periods. The employee will occasionally stand, walk, stoop, kneel, or crouch. Occasionally, the employee will lift and move tables, chairs, and boxes up to 30 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the

ability to adjust focus. Occasionally subjected to irregular hours depending on program needs, may include weekends and/or evenings and out-of-office duties; therefore, good attendance practices are preferred.

Work Schedule: Full Time 40 hours per week, Non-Exempt, Monday – Friday, and may include weekends and evenings.

Essential Values-Based, Leadership, and Management Competencies: Demonstrates competencies in line with the four core values (Dignity, Excellence, Justice, Service) that are the foundation of all activities employees perform to achieve the Mission of the Sisters of St. Joseph of Orange.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Collaborate with other coworkers.
Assists in the coordination and promotion of events
Attend committee meetings and take minutes as needed
Open to a flexible schedule for occasional evening and weekend meetings and events.