Policy and Advocacy Coordinator

Pay: $48,000 – 55,000/hr, commensurate with experience (Full-time positions available)

Organization: Sanctuary of Hope (SOH) is a youth and family service organization that provides prevention, crisis, and stabilization services for youth, young adults, and expectant and young parent families, ages 16 -25 in South Los Angeles and South Bay. SOH serves young people with histories of child welfare and juvenile justice involvement, housing and economic insecure, and at-promise. SOH helps young people build self-reliance by helping them overcome poverty, trauma, low educational achievement, unemployment, and lack of well-being.

Summary: This position will lead SOH Policy and Advocacy work, with primary responsibility for: visioning, planning, implementing, and evaluating our policy agenda; budgeting; contract and grant reporting; coordinating with lobbyists, staff, and stakeholders; and representing SOH in local, state and national policy arenas.

Duties and Responsibilities:

- Coordinate and support the Executive Director to develop internal and external policy/advocacy plans; in addition to supporting various SOH Teams
- Recruit, maintain, supervise, train and develop policy and advocacy leaders in leadership program
- Conduct research on local, state, and federal policy issues based on community and agency input.
- Monitor the introduction of legislation, ballot initiatives, and resolutions
- Track and complete deliverables in Policy and Advocacy contracts
- Create and administer Policy and Advocacy surveys
- Create and adhere SOH Response Process and Tiers of Action
- Engage by building relationships with BIPOC and hard to count populations
- Conduct learning sessions, including zoom group sessions, and in person/remote consultations
- Develop training and development sessions for staff, board, families and general community members
- Attend and summarize committee hearings, testimony, floor debates, press conferences, media interviews
- Research legislation, policy issues, public health, and population health, social and racial metrics
- Create content and monitor social media posts specific to a policy issues and legislation
- Attend and monitor Joint Budget Committee hearings and briefings
- Monitor regulatory hearings and briefings support the development of advocacy outreach and campaigns
- Research analytical tools and applying to current legislation and rules
- Research legislators, elected officials, advocacy organizations, political and community-based committees
• Enters information into databases of SOH-related records and services, ensures the accuracy and completeness of the data, and generates reports or outputs as needed.
• Files documents and develops or modifies filing practices, including use of electronic rather than paper records.
• Coordinates, organizes, and takes minutes at meetings, and supports other department activities and functions.
• Assists with maintaining event or program RSVPs and tracking documents.
• Creates documents in Word or uses predefined templates and form letters. Creates or maintains files in Excel and Basecamp. May create PowerPoint presentations, use Publisher or other databases.

**Education:** BA in human services field and above

**Qualifications:**

• Proficient in Microsoft Office applications
• Demonstrated experience in one or more of the following areas: mental health, substance use, emotional/behavioral, special education, at-promise youth issues
• Must be able to read, write, speak, and understand the English language; usage, grammar, spelling, vocabulary, and punctuation
• Ability to work with diverse workgroups and serve families with diverse economic, social, racial, and cultural backgrounds,
• Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms
• Demonstrate strong management, supervisorial, time management, and organizational skills,
• Maintain a professional and confidential work environment
• Ability to plan, organize, prioritize, and multi-task
• Serve effectively as a member of a team internally and externally, to Communicate effectively verbally and in writing
• Experience working with community members from diverse ethnic, social, and economic backgrounds, with the ability to be culturally sensitive and appropriate
• Be flexible, proactive and adaptable; and ability to work in a fast-paced and changing environment
• Be professional, trustworthy, respectful of others, and display a positive attitude
• Ability to work collaboratively, but independently
• Ability to pass a criminal and child abuse index background check
• Reliable transportation and clean DMV record

**Certificates, Licenses, Registrations:**

• Valid California Driver’s License and proof of auto insurance

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• Adult CPR & Basic First Aid
• TB Test Clearance

Position is grant funded; in addition to other specified conditions of employment, it is understood that no guarantee of continued employment, beyond the availability of current funds, is expressed or implied by Sanctuary of Hope.

Sanctuary of Hope provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification.

To apply send cover letter and resume to recruitment@thesoh.org