

## **ADVOCACY COORDINATOR**

The Food Bank of Western Massachusetts is seeking an Advocacy Coordinator with a passion for social justice to further our mission to lead the community to end hunger.



To apply, please forward a resume and cover letter to [jobs@foodbankwma.org](mailto:jobs@foodbankwma.org)

### **JOB OVERVIEW**

The Advocacy Coordinator supports The Food Bank of Western Massachusetts and its network of member agencies by conducting public policy advocacy to further The Food Bank's mission and priorities. This position requires frequent travel throughout the four counties of Western Massachusetts plus occasional statewide travel.

### **REPORTING RELATIONSHIPS**

Reports to: Public Policy Manager

Supervises: No direct reports, but may provide direction to volunteers or interns

### **ESSENTIAL FUNCTIONS**

- Collaborate with the Public Policy Manager, the staff advocacy team, and statewide partners to help develop and carry out The Food Bank's advocacy strategies at the state and federal level.
- Work with the Public Policy Manager to coordinate and implement state-level advocacy activities.
- Work with the Communications team to develop advocacy-related materials.
- Build and maintain relationships with state and national partners and coalitions to further The Food Bank's public policy priorities.
- Develop and maintain relationships with legislators and other community leaders.
- Attend bi-weekly advocacy strategy meetings with relevant Food Bank staff.
- Work with Public Policy Manager to:
  - develop and expand voter registration and get-out-the-vote efforts
  - organize events with and for elected officials and the public such as candidates' forums, listening sessions, webinars, Facebook live events, and other innovative programming
  - assist in developing and establishing a speakers' bureau
  - conduct grassroots community organizing/actions, build and strengthen relationships with community advocates and organizations, build a sustained community-wide movement to end hunger with people whose voices have been historically excluded
  - co-lead the Western MA Transportation Advocacy Network, including organizing and leading meetings, setting agendas, and charting the network's future.

### **OTHER RESPONSIBILITIES**

- Attend the annual National Anti-Hunger Policy Conference in Washington, DC.
- Assist public policy manager and grants officer in gathering information to include in grant reports
- At the request of the public policy manager, represent The Food Bank at various meetings and coalitions in the community
- At the request of the public policy manager, represent the Advocacy department at various internal meetings
- Perform other similar duties as required (by responsibility or necessity) or as requested by supervisor

### **WORKING CONDITIONS**

- Remote work and in-person meetings with stakeholders, limited office work
- Frequent driving

### **JOB SPECIFICATIONS/REQUIREMENTS**

- Bachelor's degree or 2 years' relevant experience or equivalent
- Very strong communication skills, both written and verbal including the ability to present information to small and large groups succinctly, clearly, and professionally and the ability to communicate effectively with others in person, on the phone, by email, and by social media
- Very strong computer skills including:
  - Word—ability to edit and format professional documents including memos, reports, and letters
  - Excel—ability to input, manipulate, and format data, and to read and understand spreadsheets
  - PowerPoint—ability to create and edit professional PowerPoint presentations
  - Internet—ability to conduct research online
- Strong diplomatic, interpersonal skills, and skills of persuasion
- Demonstrated strong organizational and time management skills
- Understanding of the legislative process and ability to explain this process to others
- Ability to work well within a team and to be flexible in a changing environment
- Ability to drive, excellent driving history, and access to a reliable vehicle. Willingness to drive frequently throughout western MA and occasionally to other parts of the state

### **JOB PREFERENCES**

- Experience in public policy and/or advocacy
- Project development and management skills
- Experience working in a variety of cultures and communities
- Knowledge of and experience with issues related to hunger, poverty, and nutrition
- Strong analytical skills
- Ability to create and use intermediate formulas in Excel

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