



## POLICY COORDINATOR – JOB DESCRIPTION

**California Latinas for Reproductive Justice (CLRJ)** is seeking a Policy Coordinator to work directly with the Director of Policy and Advocacy. The individual must be energetic, motivated, high-performing and demonstrate a commitment to advance reproductive health as a human right and support reproductive justice for all people. This would be an opportunity to work in a friendly and collegial environment comprised of colleagues with a wide variety of experiences at one of the leading reproductive justice organizations in the country. The Policy Coordinator reports to CLRJ's Director of Policy & Advocacy and is located within the Los Angeles office.

### **Background**

**California Latinas for Reproductive Justice (CLRJ)** is a statewide policy and advocacy organization whose mission is to advance California Latinas' reproductive health and rights within a social justice and human rights framework. CLRJ strives to ensure that policy developments are reflective of the priority needs of Latinas, their families and their communities. CLRJ advances its mission through targeted, culturally-based policy advocacy, coalition-building, community education and strategic communications strategies that further its core policy goals, both on the state policy level and within target Latina/o communities.

### **Policy Coordinator Position Description**

The Policy Coordinator serves as an integral part of the CLRJ Team, working in close collaboration with other CLRJ staff members and/or consultants, as needed. In implementing her/his duties, the Policy Coordinator is responsible for implementing CLRJ policy initiatives, ensuring integration of CLRJ's constituencies, including its Latinas Empowered for Action (LEA) alumni, into its policy advocacy activities. CLRJ's Policy Coordinator is responsible for undertaking leadership in communicating CLRJ's policy and advocacy campaigns to external audiences under the direction of the Director of Policy and Advocacy.

### **Principal Areas of Responsibility**

Policy Analysis, Education & Advocacy: The Policy Coordinator is responsible for conducting ongoing policy analysis and educating key constituencies concerning CLRJ's core policy goals and priorities through the following activities:

- Identifying, researching, tracking and analyzing relevant public policy developments;
- Assist in drafting policy-oriented materials, including fact sheets, that are accessible to key audiences;
- Serving as a resource on CLRJ's policy priorities related to Latinas' reproductive health and justice policy developments to a range of audiences, including community-based Latinas, legislative, administrative and other policymaker staff, and the news media;
- Assist in developing and maintaining positive relationships with policymakers and their respective staff;
- Connecting CLRJ's leadership development and community-mobilization programs to policy advocacy activities, particularly through new media technologies;
- Identifying opportunities to mobilize CLRJ's constituencies around key reproductive justice policy issues;
- Assist in conducting reproductive justice policy advocacy trainings in both Spanish and English for a range of audiences, including community health workers (Promotores), students, and social justice advocates;
- Planning and coordinating conferences, community forums, workshops, panels or other policy-oriented educational events; and
- Other relevant activities to be identified.

Strategic Communications: The Policy Coordinator is responsible for contributing actively to CLRJ's communications and media outreach activities. This includes, but is not limited to, the following activities:

- Developing policy-oriented content and dissemination strategies for CLRJ's electronic and/or printed publications, including the website, e-newsletter, and electronic and/or social media updates to targeted audiences;
- Coordinate dissemination of advocacy-oriented materials, including action alerts, blogs and social posts, through online and social media outlets;

- Assist in drafting media-oriented materials related to CLRJ's policy priorities, including press releases, fact sheets, talking points, and statements as needed;
- Developing bilingual/bicultural educational, advocacy and outreach materials related to CLRJ's policy priorities for community members in accessible language and format;
- Serving as a bilingual media spokesperson for CLRJ concerning policy developments and activities;
- Participating actively in CLRJ's strategic communications activities, including strategy development, training, and implementation; and
- Managing database of media contacts, and assist in building target lists for policy initiatives.

### **Skills and Qualifications**

The ideal Policy Coordinator is committed to social justice and possesses a strong affinity for writing. Additionally, the ideal candidate must have the following qualifications and qualities:

- Bachelor of Arts degree in a relevant social justice and/or policy field (e.g. Women's Studies, Political Science, History, Chicano/Chicana Studies, Public Health, Communications) or equivalent experience;
- Two to three (2-3) years of policy analysis, advocacy, community-based organizing, communications, and/or program development experience within the social justice movement or progressive campaigns;
- Exceptional written and verbal communications skills in English and Spanish;
- Experience in coordinating and implementing advocacy and/or policy-related educational activities with a diverse range of multi-cultural and multi-issue community-based organizations;
- Ability to take complex ideas and programs and effectively convey them to a range of policymaker, community, news media and/or youth audiences with cultural, linguistic, age, professional and literacy appropriateness;
- Ability to think strategically and develop creative approaches and solutions to complex problems;
- Demonstrated judgment, respect, effectiveness and appropriateness when working with a wide range of cultural communities and intergenerational community groups;
- Understanding and commitment to reproductive justice and/or other social justice movements;
- Spanish language proficiency (oral and written);
- Comfort and interest in learning new technologies a must. You will be expected to be a part of CLRJ's expansion and exploration in social media. Tech-savvies a plus!
- Experience with office software and internet research, including Microsoft Word, Power Point, Excel, and e-mail programs;
- Must have a valid California Driver's License, car insurance and a vehicle.
- Willingness to travel regularly local and statewide and occasionally work during evenings and weekends.

### **Desired Qualities**

The ideal candidate should be proactive and self-directed; have proven ability to inspire and lead others; enthusiasm for policy and social change; be detail-oriented; have proven ability to operate effectively under deadlines; manage and oversee multiple projects effectively; familiarity with and passion for using social media in advocacy campaigns; work collegially and respectfully with a wide variety of organizations and individuals. A positive and professional attitude with a sense of humor is highly valued.

### **Location, Duration & Compensation**

- \$37,000-\$42,000 (determined commensurate with the candidate's experience).
- This position is based in Los Angeles.
- This is a full-time, 2-year position, with the possibility to continue employment contingent on funding.
- Excellent medical and dental benefits package; vacation and medical leave.

### **Application Process & Deadline**

Please submit all of the following: (1) Resume; (2) Cover letter (2 pages maximum); (3) Writing sample (3 pages maximum, excerpts OK); and (4) List of three references via e-mail to **Careers.CLRJ@gmail.com**, attention Marisol Franco, Director of Policy & Advocacy. Please indicate "Policy Coordinator" in the subject line. Incomplete applications will not be considered. No telephone calls please. Applications will be accepted until the position is filled. We will begin reviewing applications immediately. Desired start date is January 2012. People of color, women, queer and gender non-conforming people of all abilities are strongly encouraged to apply.