

YWCA Southeastern MA
Job Description and Specifics

Position: Advocacy Coordinator

Statement of Duties: Responsible for coalition building, legislative advocacy, and the mobilization of public support for the YWCA's advocacy agenda. The Coordinator will develop and maintain relationships with regional associates, community groups, and other key partners, policymakers, and their staff. This will include traveling to recruit new coalition members across Southeastern Massachusetts. To keep the coalition informed and alert, the Coordinator will draft policy analyses, reports, agendas, minutes, and other written documents; create and disseminate e-newsletters, legislative action alerts, and manage social media pages on a weekly basis; and will lead community education presentations and events for both women and girls.

Reports to: Gail Fortes, Executive Director

Requirements:

- Experience working on advocacy organizing
- Strong commitment to the YWCA mission of eliminating racism and empowering women
- Experience with social media platforms
- Proven people skills and passion for engaging people and potential coalition members
- Strong ability to maintain relationships through professional and responsive communication
- Positive, can-do attitude and team player
- Able to work independently
- Highly organized and detail oriented
- Excellent verbal and written communication skills
- Driver's License, reliable access to a vehicle, and willingness to travel to Boston and across Southeastern MA

Qualifications:

- Bachelor's or Associate's Degree preferred

Position Status: Non-Exempt: Part Time 10 hours a week

Salary Range: \$15 / hour

Please send resume and cover letter to Gail Fortes at gfortes@ywcasema.org. For questions, please contact Gail Fortes at 508-999-3255.

THE YWCA SOUTHEASTERN MASSACHUSETTS IS AN EQUAL EMPLOYMENT
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER