



## **ADVOCACY AND STRATEGIC PARTNERSHIP SPECIALIST**

Full-time, salaried

### **Position Summary:**

The Advocacy and Strategic Partnership Specialist is responsible for leading and coordinating the Catherine McAuley Center's advocacy, public awareness and partnership efforts related to the needs and interests of the populations it serves, including refugees, immigrants, and other displaced people, as well as women experiencing or at risk of homelessness. Together with CMC's staff, clients, and community volunteers, the Advocacy and Strategic Partnership Specialist will develop a cohesive action plan, identifying key messages and priorities, engaging and partnering with groups and decision makers, and equipping CMC clients with the tools to self-advocate and engage in civic processes. This position offers a flexible work schedule and the option to work from home on a limited and pre-approved basis.

### **Accountability:**

This role is accountable to \_\_\_\_\_.

### **Qualifications:**

- Experience developing long-range and public policy agendas
- Knowledge of and interest in public affairs, government processes and procedures
- Knowledge of issues related to literacy, immigrants, refugees, women, poverty, and mental illness.
- Ability to strategically and quickly adapt in an ever-changing environment
- Excellent written and verbal/oral communication skills.
- Strong interpersonal skills and ability to work effectively with others as part of a team.
- Ability to develop rapport with people of all ages, backgrounds, and economic resources
- Strong decision-making skills
- Flexibility and ability to handle stress and new or undefined situations.
- Strong organizational skills with ability to prioritize projects and tasks.
- Ability to maintain confidentiality concerning volunteers, clients, residents, students, children, and staff or agency business.
- Computer skills, including experience with Microsoft Office Suite and databases, and/or ability to learn new software and systems.
- Commitment to the CMC mission and the values of the Sisters of Mercy.

### **Responsibilities:**

#### **Advocacy**

- Represent CMC and the needs and interests of its populations, including refugees, immigrants, and other displaced people, as well as women experiencing or at risk of homelessness
- Identify advocacy priorities and create an action plan with goals and measurable outcomes
- Advocate for CMC and client interests in community groups and coalitions, including those we are already connected with, and identify relevant groups and coalitions to join
- Identify and participate in opportunities in which CMC can provide input to help address issues, collaborate on funding opportunities, and be responsive when and where we can have a voice.
- Engage in collaborative regional and community efforts that elevate issues and drive solutions
- Meet with local, state, and federal leaders to provide education on key issues facing CMC client populations and articulate possible solutions
- Oversee requests for action from our partners and determine appropriate next steps

## **Partnerships**

- Initiate and/or participate in community, regional, or statewide meetings and groups related to CMC's programs to identify opportunities for collaboration, partnership, and/or solution building
- Coordinate and leverage partner relationships for maximum impact.
- Conceptualize strategic initiatives that would benefit from partnerships with corporate, foundation, government, or other community organizations.
- Coordinate with CMC Service Directors and Program Managers to implement programs and services and ensure measurement & accountability systems are in place

## **Education & Communications**

- Provide opportunities for residents, students and clients to inform CMC's services, advocacy and public awareness efforts by sharing concerns and input
- Train staff in best practices to support and promote client self-advocacy at an organizational level
- Engage CMC clients and volunteers in political and civic processes and advocacy-related activities
- Build participation of client populations, including ECBOs (Ethnic Community Based Organizations) in CMC groups and activities: Refugee Alliance, Immigrant Concerns Group, Advocacy Advisory Committee, advocacy e-news and calls to take action when possible.
- Strengthen CMC's advocacy and public awareness communications through various channels including media, social media, website, e-news, outreach events.
- Facilitate proactive use of media, social media, and website to reinforce our messaging/education and advocacy.

## **General Agency Duties**

- Explain CMC programs to students, clients, residents, volunteers and community members.
- Behave as a professional representative of CMC and present a positive image.
- Provide direction, guidance and support to volunteers and interns as relevant to role, foster relationships with, and show appreciation for volunteers.
- Contribute to CMC newsletter, board/committee reports and other activities as needed.
- Assist with CMC fundraising efforts and serve on event committees as needed.
- Comply with requirements for documenting activities in data management systems and processes.
- Assist with the shared staff responsibilities for security of the clients/volunteers and building.
- Perform other duties as requested/assigned.

## **Physical Work Requirements**

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee regularly is required to stand, walk, sit for extended periods of time, work at a computer, and engage in repetitive hand and/or wrist movements.
- The employee occasionally lifts and/ or moves up to 40 lbs.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the job description and understand the responsibilities I am assuming in accepting this position.

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Name

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Date