



## **JOB DESCRIPTION – SENIOR POLICY ADVOCATE - LOCAL**

Job Title: Senior Policy Advocate - Local  
Reports to: Policy Manager - Local  
Classification: Full-time, Exempt  
Salary Range: \$87,000-\$115,000  
Location: Bakersfield  
Primary Substantive Areas: Housing and Land Use

### **Position Summary**

The Senior Policy Advocate - Local position is an exempt, professional position that requires the person holding the position to have specialized knowledge and expertise in at least two areas of environmental and/or social justice law and policy work, in furtherance of the organization’s mission and goals. This position regularly requires the use of professional, independent judgment to exercise discretion in matters related to the duties set forth below, including the strategic development of the organization’s policy campaigns at the local level. It is also predominately and highly intellectual, and varied in character, including, but not necessarily limited to, the strategic development of policy initiatives, setting of policy management goals, and strategy implementation to achieve the environmental and/or social justice outcomes desired.

The Senior Policy Advocate will be primarily responsible for developing and leading local policy advocacy campaigns in a defined geography and in defined substantive areas matching their specialized knowledge and expertise. This position is responsible for issue-area expertise in at least two substantive areas. This position is also responsible for informing regional and statewide advocacy efforts as necessary.

The Senior Policy Advocate position may supervise interns. The Senior Policy Advocate is responsible for following human resources best practices and other policies and procedures for management and accountability of staff they supervise.

### **Duties & Responsibilities**

The essential functions of this position include the following:

1. Maintain content expertise on at least two substantive areas that fall within Leadership Counsel’s program area and are relevant to identified priorities and campaigns with limited supervision and oversight, including:
  - a. Maintain expertise on relevant local, regional, and state laws and ordinances on substantive areas of expertise to advance community priorities.
  - b. Develop relevant educational curriculum and outreach materials.
  - c. Participate in and develop internal and external learning to increase expertise.



2. Lead development and implementation of an advocacy agenda in the assigned geography and areas of focus with limited supervision and oversight, including:
  - a. Identify and refine community, city, county, program priorities in partnership with community leaders and allied organizations.
  - b. Develop and implement campaign plans for each policy and program priority.
  - c. Conduct policy analyses regarding existing and proposed policies.
  - d. Draft written materials, including correspondence, to further campaigns.
  - e. Support legal advocacy and case strategy.
  - f. Develop and present oral testimony at workshops, hearings, and meetings, including before government officials and community groups.
  - g. Analyze and respond to agenda items and meeting notices pursuant to local agency activities and other relevant bodies.
  - h. Work with the communications team to develop multimedia strategies to advance community priorities.
  - i. Lead community meetings and regional convenings on substantive issue areas.
3. Support, and lead as necessary, regional and state-level advocacy, including:
  - a. Support regional and state level advocacy as needed.
  - b. As necessary, lead regional and state-level advocacy that is directly related to a local or regional campaign.
  - c. Work with the communications team to develop multimedia strategies to advance community priorities.
4. Support base building and mobilization efforts as necessary, including:
  - a. Collaborate with Outreach Associates to conduct outreach and organizing .
  - b. Support consistent resident engagement in local, regional, and statewide efforts.
  - c. Support organizational integrated voter engagement efforts.
5. Lead and engage in coalitions and collaboratives with limited supervision and oversight to further short- and long-term program and policy priorities.
6. Participate in, develop, implement, and lead formal and informal coalitions as necessary on identified priorities.
7. Develop and maintain positive and productive relationships with governmental agencies, non-governmental agencies, community-based organizations, community members, academic institutions, and other relevant stakeholders.
8. Represent Leadership Counsel at community events, conferences, convenings, etc.
9. Supervise interns in assigned substantive areas to ensure high-quality performance and growth in each aspect of their position, including but not limited to hiring, training, and evaluation performance in the execution of their duties, as set forth in their job descriptions and any additional duties assigned.



10. Administrative and development duties, including:

- a. Maintain and time records of all activities in accordance with office policies and as directed by Co-Executive Directors and Chief Operating Officer.
- b. Maintain files, notes, and records in accordance with office policies.
- c. Support fundraising and organizational development efforts as directed by a supervisor

**This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervising manager or co-executive directors (or designee).**

**Skills & Qualifications**

The following qualifications are required for this position:

1. Education: Bachelor's degree in political science, governmental affairs, social/environmental justice law and policy, environmental science, or similar area of study related to the organization's social and environmental justice mission. Those with degrees in the sciences who bring specialized learned professional expertise to such mission may also meet the educational requirements for this position.
2. Work Experience: 3+ years of demonstrated policy advocacy experience or similar role required; 5+ years preferred.
3. Certifications/Technical Skills/Proficiencies:
  - a. Computer skills including Microsoft Office Suite and Google Office Suite
  - b. Excellent verbal and writing skills in English.
  - c. Exceptional project management skills.
4. Other Traits, Capacities, and Requirements:
  - a. Ability to regularly work long hours, evenings, and weekends
  - b. Ability to work independently with minimal supervision.
  - c. Ability to travel within the State of California including throughout California and 1-2 times out of state per year.
  - d. Drivers' License and access to personal vehicle and insurance coverage.
  - e. Reliable access to a personal cell phone.
  - f. Reliable access to the internet.
  - g. Comfortable with working with residents and organizations from diverse backgrounds.

Bilingual and biliterate in English and Spanish is required.



### **Physical Requirements & Work Environment**

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move or remain in a stationary position, to perform clerical duties in the office, and operate computer and related office machinery. The employee must have the ability to conduct meetings. The employee must regularly lift and/or move up to 30 pounds of tools or other equipment. Constantly operate a variety of functions on the computer (e.g., including reading and responding to email) along with other office productivity machinery, such as telephone, calculator, print and copy machine, etc. The person in this position is required to frequently and effectively communicate with callers and community members, in person, via email and over the phone. Must be able to exchange accurate information in these situations, and able to read from a computer screen and paper documents.

Ability to drive frequently and for long hours in a day to community meetings, hearings, conferences and other related activities (some of which may be in rural areas), ability to conduct door-to-door outreach and conduct meetings both in-person and remotely, and ability to set up for events/meetings including lifting materials and supplies such as chairs, easels, tables.

Employees share office space with one or more other staff members. This position typically functions indoors, in office environments with light to moderate noise, and in community gathering venues, private homes or government buildings with both small and large groups of people where noise levels may be higher than in a typical office setting. The position requires travel for meetings and events, including various outdoor worksites.

This position also functions in an outdoor setting and may include moderate to loud noise associated with outdoor music and crowds.

### **Equal Employment Opportunity & Accommodations**

Leadership Counsel is proud to be an Equal Employment Opportunity employer. The company does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. If you need assistance or an accommodation due to a disability, you should contact your supervisor or one or both of the co-executive directors.



### **Acknowledgment**

I have read and understand and agree to the responsibilities and requirements of the job. I further understand that the duties and responsibilities described above are general in nature and are subject to change or modification by my supervisor with or without notice. My supervisor may add, delete, assign, transfer or alter duties as necessary or deemed appropriate.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_