

Advocacy Coordinator

Department: CRB Youth Education Program

Reports To: Youth Program Manager

Time Commitment: Contract position/20 hours per week (potential for FTE as funding permits)

Compensation: \$25 an hour

Benefits: Professional development opportunities, opportunity to immerse in newcomer community culture

Location: Position primarily based in Kent and Seattle. Travel throughout King County required.

CRB requires all staff and volunteers to be fully vaccinated and provide vaccination documentation for Covid-19. New employees must meet this requirement before starting their positions. We serve vulnerable communities, and we feel that it is our responsibility to protect the communities we cherish as well as ourselves from harm. All safety protocols must be followed while in CRB offices, work sites, community events, or clients' homes.

Scope of Work

The Advocacy Coordinator is a member of CRB's Youth Education Program (YEP) Department whose primary duties are to provide administrative support to the department and coordinate the Refugee & Immigrant Youth Advisory Council. The Advocacy Coordinator will manage a variety of RIYAC member engagement initiatives, contribute to YEP racial/social justice and gender equity initiatives, assist in the development of RIYAC's strategy, and work on special projects. The Advocacy Coordinator will have the opportunity to engage in a range of policy issues and work within a highly collaborative department and organization.

Responsibilities

- Provide administrative support to the RIYAC
 - Help prepare for events, meetings, and travel.
 - Schedule internal and external meetings.
 - Plan and coordinate policy-related events such as briefings and tours.
 - Support the Youth Program Manager and Youth Program Coordinator with logistics for RIYAC meetings and events.
 - Maintain council members lists.
 - Other administrative support as needed.
- Manage YEP racial and social justice and gender equity initiatives
 - Develop, supervise, and implement racial justice and gender equity-related initiatives
 - Present prevention and educational programs to schools, youth groups, and community groups, as requested and appropriate.

- Develops training materials and/or arranges for staff and volunteer trainings related to CRB's mission.
- Working in conjunction with the Program Manager, research funding opportunities and participates in grant writing to meet program needs.

Qualifications

Education and experience—

- At least three years' experience (paid or unpaid) working with, and knowledge of, existing community programs and organizations involved in eliminating racism.
- Bachelor's or Associate Degree in social sciences or related field preferred.
- Demonstrated experience working as an advocate or an organizer required.
- Experience with social media platforms required.

Knowledge and skills—

- Knowledge of anti-racism and anti-sexism strategies required.
- Demonstrated respect and sensitivity for cultural differences required.
- Demonstrated ability to resolve conflicts in group situations.
- Proven people skills especially for engaging volunteers and potential advocates required
- Strong ability to maintain relationships through professional and responsive communications.
- Able to work independently and as part of a team.
- Highly organized and detail oriented.
- Excellent verbal and written communication skills.
- Demonstrated public speaking, training, and organizational skills required.

To apply for this position, send your resume and cover letter to mutendek@rootedbrilliance.org. Applicants will be required to pass a background check.