

Advocacy Coordinator

Department: CRB System Navigation/Community Education

Reports To: Youth and Family Services Manager

Time Commitment: Full-Time position/40 hours a week

Compensation: \$58,000 - \$62,000 annual salary

Benefits: Medical, Dental, Vision, and Life Insurance. Paid Vacation and Sick Leave, monthly cell phone stipend, mileage stipend, professional development opportunities, and opportunity to immerse in newcomer community culture.

Location: The position is primarily based in Kent. Travel throughout King County is 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 are responsible for protecting the communities we cherish and ourselves from harm. All safety protocols must be followed in CRB offices, work sites, community events, or clients' homes.

Scope of Work

The Advocacy Coordinator's primary duties are to provide administrative support to the Refugee & Immigrant Youth Advisory Council (RIYAC) and develop, lead, and coordinate CRB's advocacy and policy initiatives aimed at eliminating systemic barriers faced by newcomer communities. The Coordinator will manage various RIYAC member engagement initiatives, develop RIYAC's strategy, contribute to the organization's racial/social justice and gender equity initiatives, and work on special projects. The Coordinator will be able to engage with policymakers, coalitions, and other organizations on various policy issues and work within a highly collaborative environment.

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 and Family Services Manager with RIYAC meetings and events logistics.
 - Maintain council members lists.
 - Maintain records of advocacy activities, prepare progress reports, and document RIYAC's impact on policy and community engagement.
 - Other administrative support as needed.
- Manage CRB advocacy and policy 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.
- Develop training materials and arrange staff and volunteer training related to CRB's mission.
- Research funding opportunities and participate in grant writing to meet program needs.
- Represent CRB and RIYAC in policy discussions, coalitions, and other advocacy forums on issues affecting newcomer and refugee communities.

Qualifications

Education and experience—

- Bachelor's degree in Public Policy, Social Work, Political Science, Public Health, Communications, or a related field.
- Education in **social justice, advocacy, and community organizing** may also be considered, even without a formal degree.
- Three years of experience in advocacy, public policy, or community organizing, preferably in a nonprofit or social services organization.
- Experience working with refugee and immigrant communities or diverse populations facing systemic barriers.
- Familiarity with advocacy techniques such as policy analysis, community mobilization, and coalition building.
- Background in administrative support or program coordination, with skills in managing schedules, organizing meetings, and maintaining documentation.

Knowledge and skills—

- Knowledge of anti-racism and anti-sexism strategies is required.
- A demonstrated respect and sensitivity for cultural differences is required.
- A 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.
- 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.