Summary:

Children’s Friend is the innovative leader in improving the well-being and healthy development of Rhode Island’s most vulnerable young children. Advocacy with policymakers and the public to advance equity of opportunity for the most vulnerable children and families is among our core agency commitments. The Advocacy Specialist will work for systems- and policy-level change by engaging stakeholders in targeted, strategic advocacy and organizing. The ideal candidate will have a thorough knowledge of advocacy strategy, strong communication and relationship-building skills, and the ability to manage and prioritize among various projects in a fast-paced environment.

Essential Functions:

1. Work under the direction of the President and CEO to develop and facilitate a process for identifying advocacy issues and requests for action following the principles of Human-Centered Design.
2. Work with President and CEO, Chief of Programs, the Office of Strategy Management, and other stakeholders to determine advocacy priorities.
3. Stay abreast of state administrative and budget developments so the agency can respond to emerging issues.
4. Maintain strong working relationships with state and community networks.
5. Represent the agency regarding advocacy by providing written and in-person testimony, participating in statewide advocacy coalitions, etc.
6. Design, plan, build, and execute advocacy campaigns to achieve approved agency advocacy goals.
7. Facilitate grassroots involvement of staff, clients, and community through coordination, provision of logistical support, and lending of advocacy/issue expertise.
8. Develop and execute an embedded advocacy skill-building program for staff and clients.
9. Measure and report on advocacy progress by collecting, analyzing, and integrating data on advocacy efforts.

Additional Functions:

1. Interact effectively and respectfully with others and particularly with individuals whose backgrounds and life experiences are different from one’s own.
2. Contribute to the overall success and quality of the agency by working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needs.
3. Constructively utilize formal and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in supervision, team meetings and agency meetings.
4. Pursue professional development through professional reading and attending relevant workshops and conferences (including Children’s Friend’s core training if appropriate).
5. Other duties as assigned.
Qualifications:

1. Bachelor’s degree preferred.
2. 1-3 years’ experience in advocacy and community organizing; knowledge and experience with Human-Centered Design a plus.
3. Proven ability to interact with members of the community representing diverse backgrounds and interests in required.
4. Strong written communication skills.
5. Strong people skills with the capacity to communicate confidently and effectively.
7. Project management experience preferred.
8. Highly organized but willing to adjust direction when necessary.
9. Ability to stay calm under pressure and to manage multiple priorities in fast-paced environment.
10. Experience working with Microsoft office products and basic knowledge of internet browsers is required.
11. Bilingual in English and Spanish preferred.
12. The successful candidate will be required to meet our pre-employment background screening.

I have read the above list of duties pertaining to my position, and agree to adhere to the policies and procedures of Children’s Friend and Service.

___________________________________  __________________
Employee Signature                                                                                  Date

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Children’s Friend is an Affirmative Action and Equal Opportunity Employer. It is the policy of Children’s Friend not to discriminate against any applicant for employment based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, genetic information, disability or protected veteran status.