Job Description

Title: Federal Policy Advocate

Organization: Community Water Center

Location: Remote from the Washington DC area

Community Water Center (CWC) acts as a catalyst for community-driven water solutions through organizing, education, and advocacy. We seek to build and enhance leadership capacity and local community power around water issues, create regional movements for water justice in California, and enable every community to have access to safe, clean, and affordable drinking water.

At CWC, we believe that safe, clean, and affordable water is a human right, not a privilege. Our organizing and advocacy work, community collaborations, and organizational culture all reflect a concern for equity, mutual respect, appreciation for diversity, and environmental and social justice. We are looking for candidates who share our values, who bring a willingness to contribute to our mission and to the growth of a new organization, and who are open to developing their skills.

Position Description
The Federal Policy Advocate position will be responsible for leading CWC’s federal policy and advocacy work, and for supporting California community members (particularly living in farmworker communities and communities of color) to engage in federal policymaking.

The Federal Policy Advocate position is a regular, exempt, full-time position and will report to the Policy and Legal Director based in Sacramento, CA. All employees at CWC are “at will.” This position will work closely with other CWC staff, community members, ally organizations and agencies, contractors, and interns.

Ideal Candidate
- Has a passion for and commitment to environmental and social justice
- Passionate about advocating for policies to provide safe, affordable and resilient water to communities that lack such access
- Passionate about empowering community members, particularly from farmworker communities and/or communities of color, to participate directly in federal policy-making processes
Will lead our federal rural water justice work by establishing new DC relationships with decision-makers and other key stakeholder groups.

Comfortable working from home in or near Washington D.C. with the ability to report in-person for key DC meetings, hearings, and other activities as needed.

Willingness to travel to California and participate in monthly remote meetings with community members.

The ideal candidate does not need to come from a nonprofit, environmental justice, social justice and/or water sector background, although having experience in some or all those areas will be a strength for this role.

**Major Responsibilities**

- Act as CWC's representative and policy advocate in Washington DC
- Lead and grow CWC's federal rural water justice advocacy and campaigns
- Build the capacity of community residents/local partners to participate in federal processes and decision-making
- Serve as CWC's liaison with national/federal policy coalitions, caucuses and campaigns
- Track, analyze and advocate for CWC's community-driven positions on federal policy priorities
- Secure wins to ensure federal funding and policies promote timely access to safe, clean and affordable drinking water

**General Duties**

- Foster an environment that promotes trust and cooperation amongst CWC staff, community members, ally organizations and all other stakeholders
- Actively participate in program meetings, strategy meetings, community meetings, and staff meetings and retreats
- Support the tracking and reporting of CWC's activities for internal planning and evaluation, grants reports and contractual obligations
- Provide general administrative and program support
- Other duties as assigned by the Executive Director

*Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*

**Required Qualifications**

- 2 years of federal policy/advocacy experience
- Bachelor's degree
- Strong passion for, and commitment to, social and environmental justice
- Strong research, policy analysis, policy advocacy, and writing skills
- Interest in and aptitude for legislative and administrative advocacy
- Outstanding personal organizational skills
- Ability to work in a fast-paced environment, meet deadlines and own responsibility for assigned campaigns and projects
- Ability to work in, build, and coordinate teams and coalitions
- Creative and comprehensive problem-solving skills and ability to quickly adapt strategies to new, changing or unexpected circumstances
- Ability to accept and provide praise and critical feedback – the ideal candidate would value self-improvement and seek and provide regular feedback and evaluation
- Proficient computer skills including: Microsoft Office, Google Apps, video conferencing programs, and ability to troubleshoot basic software and computer equipment problems

Preferred Qualifications
- Graduate degree
- Experience working on federal policy, in a nonprofit, an environmental justice, social justice and/or water sector background
- Fluent in Spanish (writing and speaking)

Starting date: OPEN UNTIL FILLED

Salary: Starting at $80,000; based on experience and qualifications.

Benefits: We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance; retirement program contributions, generous vacation, family and sick leave and holiday policies; hybrid (remote and in-person) work policy; professional development opportunities and more.

To apply: Email your resume and cover letter to Erick Orellana at erick.orellana@communitywatercenter.org.

To ensure the health and safety of staff, community partners, and other stakeholders we interact with, CWC requires employees be fully vaccinated against COVID-19 as a condition of employment, unless a medical or religious accommodation is approved. As such, newly hired employees will be required to provide proof of their COVID-19 vaccination. Fully vaccinated against COVID-19 means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen.

Community Water Center is committed to providing equal opportunity to qualified job applicants and employees and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability (including pregnancy), mental disability, medical condition, marital status, sex, age, gender, sexual orientation, citizenship, military service status or any other characteristic protected by applicable federal, state or local law.

To learn more about the Community Water Center and our programs, visit our website at www.communitywatercenter.org