



Habitat for Humanity®

of Wake County
Serving Wake and Johnston Counties

ADVOCACY COORDINATOR

Department: Advocacy
Location: Raleigh, NC
Supervisor: Director of Advocacy

Salary Grade: 5
Salary Range: \$34,146 - \$49,512
Classification: Non-exempt

SUMMARY:

Reporting to the Director of Advocacy, the Advocacy Coordinator (AC) will further our outreach, mobilization efforts, and policy research related to housing affordability. Through our advocacy work, Habitat Wake is mobilizing local partners, volunteers and community members to promote better housing policies locally, statewide and nationally.

This is a Full Time Non-Exempt position requiring flexibility to work evening and weekend hours as needed for meetings and projects. The AC will likely spend on average at least five days per week, Monday – Friday (40-hour workweek with 8 hours days).

ESSENTIAL FUNCTIONS:

- Provide logistical support for key events, such as Elected Officials Build day and Habitat at the NC Legislature.
- Regularly monitor municipal, state and federal government activity for topics related to affordable housing and opportunities to weigh in.
- Represent Habitat Wake at community meetings and events as needed and speak on our advocacy priorities.
- In coordination with Director of Advocacy, maintain positive working relationships with policy makers, including elected officials so that Habitat Wake is positioned as a housing resource in the community.
- In partnership with Director of Advocacy and communications team, engage in activities that raise awareness for affordable housing needs and involve community stakeholders in Habitat's national advocacy campaign, the Cost of Home.
- Work with other external-facing departments, such as faith relations, volunteers, development, and communications to mobilize Habitat networks to take action on important issues as they emerge.
- Establish and maintain a system for tracking individuals that frequently participate in advocacy actions so we can call on them quickly for future efforts.
- Create training materials to develop our networks' advocacy skills and understanding of housing policies.
- Conduct policy research and analysis to inform public awareness and advocacy efforts of the organization
- Conduct research through contacting other state, national and global Habitat affiliates to establish current policies or issues and work collaboratively with other affiliates on projects.
- Develop research briefs and position papers on key housing policies and related issues.

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Together, We Build.

www.HabitatWake.org



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- Serve as liaison to community advocacy groups, such as Wake County Sponsors, Congregations for Social Justice and others to support Habitat Wake's advocacy priorities and promote a shared agenda.
- Lead annual semester-long projects with student groups such as NC State's GIS team and Duke's Social Innovators team.
- In collaboration with the Director of Advocacy, provide staff support to Advocacy Committee and other ad hoc committees as needed.
- Work with the communication team to develop fresh content for Habitat Wake's advocacy-related materials, including web page, e-newsletter, blog posts, and print documents on an ongoing basis.
- Maintain database of timely, relevant housing articles for the Communications team to share on Habitat Wake's social media platforms and other outreach channels.
- Coordinate homeowner participation in Habitat for Humanity's national legislative conference, Habitat on the Hill.
- Regularly report activities and outcomes on the advocacy metrics dashboard.
- Represent the affiliate on calls, at events, functions and meeting when the Director of Advocacy is unable to attend.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong passion for Habitat Wake's mission
- Experience organizing people to mobilize for a cause
- Understanding of the way local and state governments operate
- Comfortable speaking in front of large groups
- Experience working with diverse constituencies, including policy makers, and ability to maintain good relationships with these groups
- Ability to prioritize information, i.e. able to pull out important points from complex documents and summarize into digestible format for the general public
- Ability to work in a fast-paced office environment with frequent interruptions
- Current driver's license and vehicle.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in political science, public administration, community organizing, advocacy, or related field
- 2+ years of experience in nonprofit advocacy, government affairs, public policy and public awareness campaigns and have formal education in these areas;
- Experience conducting secondary research preferred
- Excellent communication and public relations skills with a strong passion for the organization's mission;
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence.
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time;

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- Critical thinking, problem solving, accuracy and attention to detail;

APPLICATION PROCESS:

- If interested, please email a cover letter and resume to: rachel.zeitler@habitatwake.org and edmundoyanez@habitatwake.org

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

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