

Job Title: Legislative Advocacy Associate
Department: Development
Reports To: Public Policy and Advocacy Manager
Classification: Regular, full-time, Non-Exempt
Location: Telecommute/Fairfield, CA

Summary

The Legislative Advocacy Associate provides anti-hunger leadership in the community through strong relationships with community members, community-based organizations, partner food banks, and elected officials at the local, state, and national levels. A main function of this role is to lead community-based programs to recruit, train, and develop community advocates. Extensive collaboration with internal and external stakeholders to promote nutritious, dignified, and affordable food access is essential.

Essential Duties and Responsibilities

- Conduct outreach, plan community events, facilitate listening sessions, and employ other tactics to identify, engage, and prepare low-income community members to be effective advocates and leaders in the fight against hunger and poverty.
- Build relationships with Food Bank clients and maintain internal databases that document their stories, feedback, and solutions.
- Organize community members, including clients, staff, agencies, volunteers, and others to attend Hunger Action Day, legislative hearings, lobby days, and other days of action in the state capitol.
- Educate and engage partner agencies, Northern California food banks (PDOs), and other community-based organizations on our legislative agenda and build up their advocacy and organizing capacity.
- Educate and engage the Board of Directors, high-level volunteers, and donors in Food Bank policy initiatives.
- Work closely with staff in multiple programs, including the CalFresh outreach team and Programs staff to engage with clients and inform our advocacy.
- Represent the Food Bank and provide leadership in local, state, and federal advocacy coalitions.
- Attend policy conferences, forums, and similar events and share acquired information with employees and other stakeholders.
- Manage internal and external communications about hunger issues, advocacy activities, and partner relationships.
- Lead internal efforts for Hunger Action Month.
- Other duties as assigned.

Qualifications

- Bachelor's degree preferred with an emphasis in public policy, government relations, law, or a related field; or one to three years related experience and/or training. An equivalent combination of education and experience may be considered.
- Demonstrated experience in public policy, community organizing, and empowering community members to share their stories publicly to advance social change is required.
- Previous work experience in a governmental, campaign, or non-profit setting, preferred.
- Bilingual English/Spanish is preferred, though not required.

- A strong commitment to advocacy and grassroots organizing and the Food Bank’s mission to end hunger.
- Curriculum development, volunteer engagement, coalition building, or management experience a plus.
- Proven track record working in a collaborative team environment with people of diverse and multicultural backgrounds and circumstances.
- Proficient in Microsoft Office Suite including MS Word, Excel, Outlook, and Google Suite.
- Ability to clearly and effectively present information and respond to questions from groups of managers, community partners, donors, and the general public.
- Strong knowledge of project management principles including development and coordination of plans, communication, collaboration, and time management.
- Ability to work independently, take initiative, and assume responsibility for new and emerging projects, and meet deadlines.
- Strong critical thinking, problem-solving, and decision-making skills. Ability to thrive in a fast-paced environment where limited standardization exists.
- Valid California Driver’s license and insurance and ability to be insured under the Food Bank’s auto insurance required. Use of personal vehicle required with mileage reimbursed at the standard federal rate.
- This position requires ability to work some evenings and in low income areas.
- Ability to work remotely for the current time and future ability to report in-person to our Fairfield, CA office.
- Occasionally lift and/or move up to 15 pounds.

Benefits

We value our employees’ time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b), and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

Please send your resume and any supporting documents to hr@foodbankccs.org with the subject line: **“Legislative Advocacy Associate”**. Email submission is preferred.

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Avenue
Concord, CA 94520**

For more information about us, please visit: <http://www.foodbankccs.org>

**The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer
Underrepresented groups are encouraged to apply.**