



Advocacy Specialist Job Description

Qualifications:

Candidate must have a minimum of Bachelor's degree in social work, public policy, child development, communications, criminology, education a related field or an equivalent combination of education and work experience.

Must have reliable transportation with proof of car insurance (may require minimum insurance amounts) and a CA Driver's License.

Background Clearance Requirement:

Employment will be contingent on successfully passing a mandatory background check through Fresno County Probation. This will be completed and passed according to the satisfaction of Probation. An outside background clearance will not be accepted or considered.

Description of Duties and Responsibilities:

The Advocacy Specialist will report to CEO or designee. This person will be responsible for coordinating advocacy and civic engagement opportunities for and with clients, with a focus on reducing stigma's of youth involved in justice and child welfare systems in order to increase resources, opportunities and employment pathways for this population that face multiple barriers and risk factors. This will include researching and engaging in policy trends and community issues pertinent to client needs and developing more equitable opportunities for our clients' pathways to success. This will include research, group facilitation and individual communication, facilitating, community organizing, communicating the important of advocacy and civic engagement, tracking progress toward goals, implementing a grant funded program and being sensitive to cross sector partners while working on issues that may not be agreeable, in a way that supports effective partnership and changing systems.

- Responsible for implementing grant funded advocacy and organizing work with our clients, may include multiple focus areas, youth testimony and addressing various barriers that our youth face
- Various types of advocacy, including but not limited to, educating elected officials, civic engagement excursions (including traveling outside of Fresno), research, story-telling, data collection and other advocacy approaches as appropriate
- Responsible for outreach to youth by participating in Juvenile Probation Meetings, meeting one on one with youth and young adults, attending community events and networking with partners
- Responsible for maintaining relationships with community partners and adhering to all Focus Forward, Probation and Contractor's Policies and Procedures
- Responsible for reporting all youth and staff advocacy and awareness activities and results
- Provide workshops, relationship building and some direct service to youth in order to meet grant outcomes
- Use a combination of database and excel to track participants and enter data
- Performed all other duties as assigned

Required Ability, Knowledge and Skills:

- Ability to collect, analyze, compile and interpret technical and/or statistical data
- Ability to interpret policies and procedures
- Works independent and as a team member with minimal supervision
- Ability to perform complex tasks, work under pressure and to prioritize multiple projects/tasks
- Excellent organization and time management skills
- Ability to coordinate and facilitate meetings in person, telephone and in writing
- Excellent verbal and written communication skills and organizational skills
- Demonstrated computer skills including but not limited to: using data base, use of Microsoft Office and email
- Demonstrated customer service skills
- Ability to develop and maintain professional working relationships with management, co-workers, partners, and the general public
- Knowledge of available resources within the community for the client population and to determine advocacy needs and organizing for systems change
- Knowledge of issues and barriers that this population have
- Knowledge of advocacy and community organizing
- Ability to work with youth, young adults and families who face multiple barriers and risk factors
- Ability to speak with clientele one on one and to speak to large groups of people
- Ability to think critically and identify opportunities, needs and prioritization of work to meet mandatory outcomes of program and organization
- Must exercise good judgment and have experience working on projects with specific goals and outcome measurements

Work Environment and Physical Conditions and Demands:

Cubicle setting, sitting/standing for prolonged periods of time, lifting up to approximately 40 pounds (more or less as needed), some meetings and appointments or presentations offsite in the community, heavy computer and telephone usage, physical coordination, working in noisy or crowded environment, speak loudly, stopping, bending, lifting, reaching, must drive vehicle. Must be comfortable working with families facing various challenges and provide services in a non-judgmental manner. Must be comfortable working with clients individually and facilitating/groups. These conditions and physical demands are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Compensation: TBD based on experience and availability of funding. Paid holidays and Sick leave.

If you are interested in applying please send your resume and cover letter to Coreen Campos, CEO CoreenC@focusforward.org or call 559-600-4961