POSITION TITLE: Civic Engagement & Advocacy Manager  
REPORTS TO: Director of Equity, People and Culture  
CLASS: Exempt, salaried, 1.0 FTE (40 hours/week)  
SALARY: $45,000-$48,000/year. Health insurance added after 60-days; other benefits added after 90-day mutual trial period completed.  
START DATE: TBD  

SUMMARY of POSITION: This position will manage FFLC’s equity-oriented civic engagement and advocacy activities in support of FFLC’s vision of ending hunger. The position will develop collaborations and connections with diverse communities and stakeholders, with an emphasis on ethnic and racial minorities and other historically marginalized groups. The position will work with FFLC staff, volunteers and partner agencies to provide civic engagement support from an equity perspective, and will provide advocacy and public policy communication support to all levels of the organization.  

PRIMARY TASKS & RESPONSIBILITIES  
1. Develop collaborations and connections with diverse communities and stakeholders, with an emphasis on ethnic and racial minorities and other historically marginalized groups, to help FFLC be responsive to the needs and challenges of all groups experiencing hunger and food insecurity. 
   - Help build strategic partnerships with organizations that work toward equity in Lane County; connect these groups to the organization’s mission and services. 
   - Working through these collaborations and connections, explore ways that FFLC can encourage people experiencing hunger to advocate for themselves on community and public policy issues. 
   - Help represent FOOD for Lane County on equity-related community coalitions and initiatives. 
   - Attend community events aimed at a diverse audience to represent FFLC services, programs, and opportunities.  
2. Work with FFLC program staff to provide ongoing support and assistance to FFLC partner agencies, including equity and trauma-informed training activities and Limited English Proficiency (LEP) planning.  
3. Participate in FFLC equity planning and help build internal culture and understanding of equity. Increase internal awareness and resources for working with diverse populations at FFLC, working specifically with the Volunteer Coordinator, Program Managers, Partner Agency services, Development staff, and the Food Resource Developer.
4. Help facilitate the organization and operation of the FFLC Participant Advisory Council, and work through the Council to encourage and support advocacy by persons who have experienced food insecurity.

5. Using resources from state and national food insecurity/hunger advocacy organizations, and working within the FFLC Advocacy Policy and the FFLC Public Policy Priorities Policy, provide advocacy and public policy communication support to FFLC stakeholders and relevant staff, including:
   a. Partner agencies (through FFLC Partner Agency services).
   b. FFLC donors and supporters (through FFLC development email, mail, social media, and website communications)
   c. Participant Advisory Council
   d. Local media (working with FFLC Media Relations Coordinator)
   e. FFLC volunteers (through FFLC volunteer stations and volunteer communications)
   f. FFLC Board and staff

6. Participate in FFLC relationship-building with local, state and national elected officials, coordinating with the Executive Director and Management Team.

7. Work with the chair of the FFLC Advocacy Committee to facilitate the work of the committee.

OTHER TASKS & RESPONSIBILITIES:

- Represent FOOD for Lane County with knowledge and respect
- Follow FFLC policies and procedures, and policies of other organizations with which FFLC has contractual obligations
- Attend all-staff, equity and advocacy meetings, and other meetings as appropriate
- Attend OFB quarterly meetings when requested
- Perform other tasks as required

SKILLS AND QUALIFICATIONS:

- Two years of experience in equity, civic engagement, community organizing, advocacy, or similar work preferred.
- Bilingual Spanish/English required; cultural competency skills working with Latinx households.
- Able to navigate the dynamics of coordinating civic engagement and advocacy activities within the framework of FFLC Board, staff, committee and policy structures.
• Prior experience with grassroots engagement and advocacy activities, techniques, and/or practices preferred.
• Knowledgeable and passionate about issues related to hunger, poverty and equity.
• Able to engage with persons experiencing food insecurity and poverty in a manner that demonstrates the FFLC values of compassion, inclusion and collaboration.
• Able to work in a nonpartisan manner with elected officials
• Flexible; thrives and adapts in an environment where plans and priorities can shift quickly
• Good organizational skills
• Excellent and compassionate communication skills, orally and in writing
• Strong problem-solving and analytical skills
• Computer proficiency, especially with Microsoft Office
• Current driver’s license, safe driving record, current vehicle insurance, and ability to use personal vehicle for FFLC business

How to Apply:
Applicants must submit the following: 1) Cover letter 2) Resume and 3) Completed FFLC Application. Applications will be considered incomplete if they do not include all of the items listed. Incomplete applications will not be considered for employment.

We will begin reviewing applications on March 16, 2020. Applications will be accepted until the position is filled.

Email submissions (preferred)
To submit by e-mail, please scan all application materials in one pdf document, include the name of the position and your name in the subject line, and send to Meghan Wudtke here.

Mail submissions
If you submit by mail, please reference the position you are applying for above the address on the envelope addressed to:

FOOD for Lane County
770 Bailey Hill Road
Eugene, OR 97402