



## Advocacy Coordinator Job Description

**Title:** Advocacy Coordinator

**Location:** Annapolis & Remote

**Reports to:** Executive Director

**Status:** Employee, Part-time, Exempt

**Organizational Background:** Interfaith Partners for the Chesapeake (IPC) works to inspire and equip people of faith to honor, protect, and restore our shared watershed. We envision a time when faith communities across the Chesapeake region honor, care for, and protect the watershed we share so all our communities, and future generations, may thrive. Visit [www.InterfaithChesapeake.org](http://www.InterfaithChesapeake.org) to learn more.

**Status and Location:** This is a part-time, hybrid-remote position, which will advance IPC's advocacy and engagement in the Maryland Legislature. There is an expectation that over the course of 12 months, the Advocacy Coordinator will average 20 hours per week, with more hours worked per week during the Maryland Legislative Session, and fewer hours per week during the remaining months of the year. The Maryland Legislative Session occurs January to April each year. During session, the Advocacy Coordinator shall report to the Annapolis office at least one day per week. Outside of session, the Advocacy Coordinator has the option to work entirely remotely from their home office, with the exception of required staff meetings or retreats. Our office is situated on the second floor and there is no elevator in the building, so the requirement to come to the office will be waived if this creates accessibility barriers. A computer and peripherals will be provided, and can be transferred to the employee's home office to facilitate remote work; however, reliable internet at the home office must be provided by the employee.

**Roles and Responsibilities:** The Advocacy Coordinator will be responsible for supporting and leading campaigns to educate and engage the faith community on state and local legislative environmental issues and policies.

- Work with diverse stakeholders to identify priority legislation, with an eye toward emphasizing environmental justice priorities.
- Organize events that educate our network on environmental legislation and policies, and the impact the proposed legislation will have on disadvantaged communities.
- Foster connections between our network and local or state elected officials.
- Mobilize our network to contact their legislators and other actions to influence legislative outcomes.
- Cultivate partnerships with diverse advocacy groups and coalitions to strategically advance our legislative priorities. We want to especially partner with disadvantaged and minority-serving advocacy groups and coalitions.
- Contribute to a team, led by IPC's Director of Communications, that will set up websites and social media campaigns to mobilize our network.
- Maintain IPC in good standing with applicable lobbying registration and training requirements.



- Contribute to a team, led by IPC's Director of Leadership Development, to train our network on how to get involved in legislative advocacy.
- Serve as the staff liaison to the Board's Advocacy Committee.

**Position Requirements:**

- College degree with 2 years of experience in any of these areas: community organizing, advocacy campaigns, environmental education, volunteer management, or outreach & engagement
- Experience working with diverse volunteers to advance a goal
- Excellent project management skills, highly organized, and high attention to detail
- Interested and comfortable working with a variety of social media apps

**Ideal Qualifications:**

- Experience organizing events, virtual and in-person
- Excellent people and networking skills
- Confident in communicating with diverse groups and able to build consensus among stakeholders
- Demonstrated alignment with IPC's values and commitment to the organizational mission
- Existing relationships in the religious, advocacy and/or legislative communities a plus
- Comfortable with spreadsheets and databases
- Experience with databases, or aptitude for learning how to work with contacts organized in a database
- Not intimidated by independently solving problems

**Compensation and Benefits:** \$20,000 to \$25,000 (part-time) annual salary, commensurate with experience. Includes paid vacation and holidays and cost-shared medical, dental and vision benefits. A monthly cell phone stipend for use of personal cell phone and work-related travel reimbursements are paid as part of monthly expense reimbursements. Travel is reimbursed for any travel beyond the required commute to the office.

**How to Apply:** In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented races, religions and cultures to apply. Please upload a cover letter, resume and references, through our online portal [here](#), which can also be accessed by visiting us online at [www.InterfaithChesapeake.org/jobs](http://www.InterfaithChesapeake.org/jobs). Resumes will be collected until the role is filled. Interviews will begin immediately upon receiving qualified applications. We plan for this individual to begin working in August 2023.