About NCJW | LA

NCJW|LA embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. We are looking for highly passionate and dedicated people to help support our mission. Job applicants of all backgrounds without bias regarding race, ethnicity, religion, age, gender identity, sexuality or national origin are encouraged to apply.

NCJW|LA is committed to advancing economic justice for women and their families. In addition to our direct service programs: we support the passage of laws and policies that ensure economic security, promote dignity in the workplace, and expand the safety net for families who are struggling.

Position: Advocacy Program Coordinator
Reports to: Advocacy Program Manager
Department: Programs
Hours: Full Time, Hourly (non-exempt), (Remote/Hybrid) with residency in the greater Los Angeles area preferred.

Position Objective: Increase quality participation in NCJW|LA advocacy efforts by supporting the development of advocacy projects, activities, and research that is responsive to our advocacy focus of advancing legislation at the local and state levels related to our mission: advancing economic justice and equity for working women and their families.

General Duties and Responsibilities
We are looking for a highly motivated individual who will support the advocacy program team in developing and implementing strategies to support advocacy efforts and the organization’s strategic mission.

Advocacy Work

- Assist in developing advocacy strategies and corresponding work plans to advance the organization's mission.
- Assist in developing supporting documentation (agenda, talking points, presentations, agreements, and meeting notes) for advocacy working group meetings and other group activities.
- Assist with managing relationships with key local and state legislators.
- Support and maintain relationships with local networks, including coalition partners, social service agencies, collaborators, and volunteers to help achieve the desired advocacy impacts.
• Support the development of advocacy documents and presentations, including policy memos, briefs, and fact sheets for internal and external purposes.
• Research organizations that focus on economic and community development to expand advocacy programming content and build allyship in Los Angeles.
• Provide hands-on support for Advocacy Training Project series, including technical support (enrollment via Wufoo, participant reminders via email, in-session support via Zoom).
• Oversee Youth Advocacy Training Project track including establishing community partnerships to enroll participants, facilitate sessions with youth participants, and connect with guest speakers and resources.
• Attend coalition and committee meetings on behalf of NCJW|LA.
• Connect and collaborate with NCJW|LA program staff to maintain alignment between advocacy priorities and NCJW|LA programs and services.
• Work with Data and Research Program Coordinator to develop tools and visuals reflective of advocacy program goals and priorities.

Key Qualifications & Skills
• Minimum of one year of experience as program staff with sensitivity to collaborating with different constituent groups.
• Awareness of community organizing principles.
• Possess a commitment to and belief in the need for economic justice to build equity in communities at the local, state, and national levels.
• Bachelor’s degree is preferred but not required.
• Skilled at engaging people from diverse backgrounds to work towards a common goal.
• Excellent written and oral communication skills.
• Bi-lingual Spanish/English preferred.
• Must be able to lift at least 30 lbs.

As a member of the Fair Work Week campaign, NCJW | LA is committed to providing our employees with fair, flexible schedules and full medical and dental benefits.

The anticipated hourly rate for this position is $27.00 – $32.00 depending on location. The offered pay to a successful candidate will be dependent on several factors that may include but are not limited to years of experience within the job, years of experience within the required industry, education, etc. NCJW|LA is a multi-state employer, and this salary range may not reflect positions that work only in other states.