



Job Posting - Advocacy & Policy Associate

GENERAL JOB SUMMARY:

West Valley Community Services is a nonprofit organization that has been providing safety net services to low income and homeless individuals and families in the west valley region of Santa Clara County for more than 48 years. The mission of West Valley Community Services is to unite the community to fight hunger and homeless. Our work is guided by the vision of a community where every person has food on the table and every person has a roof over their head.

West Valley Community Services is currently hiring an Advocacy & Policy Program Associate is to responsible for supporting the success of the program through administrative support, member engagement, event planning, collaboration with staff members, and leadership in the Lived Experience Advisory Committee. Additionally, the Associate will gather member feedback and collaborate with staff to implement this feedback, as well as communicate the updates to members.

Duties and Responsibilities:

Creation and Distribution of Program Materials (25%)

- Create campaign materials, such as flyers, fact sheets, and graphics
- Draft and distribute a quarterly Advocacy & Policy Newsletter
- Support in creation of letter templates, phone scripts, and other advocacy collateral materials

Community Meetings (25%)

- Recruit members and community members with lived experience to serve on panels at community meetings
- Conduct outreach to members encouraging them to attend the community meetings, such as in-person outreach outside of the WVCS Cupertino Market and the Park It Market, emails, text messages, and phone calls
- Conduct outreach to the broader community through contacting community groups, posting flyers, and sending emails
- Identify and prepare moderators for breakout rooms at the meetings through engagement with WVCS board members and volunteers and members of the Lived Experience Advisory Committee
- Draft questions for the panelists and ensure they are prepared for the panel

Administrative Support (20%)

- Oversee payment requests and payment distribution for members, including Action Hour stipends, panelist compensation, and any other compensation opportunities
- Ensure attendance at meetings by calling committee members and interested

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members and proactively communicating meeting timing and dates

Member Involvement/Feedback (20%)

- Gather data and feedback from members by creating and distributing surveys, holding member focus groups, and having one-on-one conversations with members
- Follow up with members who provided this feedback to give updates and encourage further involvement in WVCS advocacy

Member Recruitment and Engagement (10%)

- Work with staff members to get referrals for potentially interested members and reach out to these individuals
- Send mass text messages and emails to all members to promote the Lived Experience Advisory Committee, upcoming advocacy actions, leadership workshops, and other engagement opportunities

Faith Group Outreach (10%)

- Conduct outreach to the faith community, including holding safe spaces for discussions about housing, advertising WVCS as a resource, and communicating information about relevant legislation

Qualifications:

- Experience working with people from diverse backgrounds and/or with language barriers.
- Excellent communication, writing, and speaking skills.
- Committed to promoting West Valley Community Services' mission and values.
- Basic graphic design skills or willingness to learn how to use platforms such as Canva to create flyers and the newsletter.
- Basic Computer Skills (Examples: Google Workspace, Microsoft Word, Excel).
- Employees must be fully vaccinated and up to date, or must submit a request for exemption. New employees are required to be at least partially vaccinated within two weeks of their first shift at WVCS, and must provide proof of vaccination.

Benefits:

- NA

Salary:

- \$21.00 - \$25.00/hr (\$43,680-\$52,000/year)



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Job Type:

- Temporary
- Part-time

Schedule:

- Flexible schedule
- Day shift
- Monday-Friday, occasional evenings and weekends

At West Valley Community Services, diversity is one of our core values. We engage with a diverse community of clients, staff, volunteers, and donors, and believe diversity makes us stronger. We encourage people from all backgrounds and all identities to apply.

West Valley Community Services is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, national origin, gender identity/expression, age, religion, disability, sexual orientation, genetics, veteran status, marital status or any other characteristic protected by law.