

## Position Description: Community Advocate

### Organizational Overview:

YWCA La Crosse has served the La Crosse community since 1906. Our mission is to eliminate racism, empower womxn, and promote peace, justice, freedom and dignity for all. We work toward this mission via key service areas of Supportive Housing, Youth Advocacy & Education, and Racial & Social Justice.

### Position Summary:

The Community Advocate [CA] is supervised by the Mission Impact Director and is responsible for implementing local advocacy efforts that are in line with the mission of YWCA La Crosse and support YWCA La Crosse programming. The CA will work with other YWCA staff and community partners to increase engagement in advocacy efforts and education; uplift the voices of Black, Indigenous, and People of Color [BIPOC] in our advocacy efforts; amplify the experiences of womxn, girls and gender fluid and nonconforming folx; in collaboration with our partners.

The Community Advocate will be someone who demonstrates a commitment to the mission of YWCA La Crosse and is a strong advocate for social justice with multiple strategies in public and private spaces. They will have a passion for taking meaningful action, engaging the community, and working with others to bring transformational change.

Learn more about YWCA's Advocacy Agenda at: <https://www.ywca.org/advocacy/advocacy-agenda/>.

### Compensation and Hours:

This part-time position will work between 20 and 30 hours per week, including some weekends and evenings. The base rate, depending on experience, is \$15-\$17 per hour. It includes paid pro-rated floating holidays and accrual of Personal Time Off, based on part-time employment status. This position is physically housed at 212 11th St. South, La Crosse, W. It requires some local and regional travel. It also offers the possibility of working remotely, as needed.

### Detailed Job Functions:

- Assist with the development and implementation of an advocacy and community engagement program for YWCA La Crosse.
- Act as a project manager for YWCA La Crosse community advocacy efforts.
- Track key policy and legislative efforts at the local, state and national level and align local advocacy with those efforts.
- Coordinate local advocacy efforts, including but not limited to the annual national Stand Against Racism campaign and Week Without Violence, alongside with community volunteers, partners, YWCA USA, and other YWCA sister organizations.
- Manage social media regarding advocacy efforts.
- Assist with advocacy related media releases.
- Manage an advocacy action contact list and "calls to action".

### Other Responsibilities:

- Travel locally and regionally, as needed.
- Participate in professional development opportunities and conferences.
- Assist with community education efforts, as able and needed.
- Perform other related duties as assigned by Mission Impact Director.

### Qualifications:

Education: Minimum High School diploma or equivalent; preferred advanced degree in related field

Prior Work Experience: Minimum 2 year experience working in the advocacy field, OR 1 year as an organizer for social justice campaigns related to the mission of YWCA, OR 3 years as an advocate in other settings.



Technical Knowledge: Computer proficiency with word processing, presentation software and hardware, and shared calendars. Must be comfortable with navigating and managing social media in general, particularly Facebook.

Knowledge of La Crosse communities and local advocacy issues preferred. Experience with hosting public events of 50 or more people is preferred.

Interpersonal and Advocacy Skills:

- Demonstrates the ability to establish and maintain healthy, equitable relationships and promote inclusion and community.
• Demonstrates an understanding of institutional oppression and its impact on Black, Indigenous and People of Color in our community.
• Is able to manage projects from visioning, through planning, facilitation, completion and evaluation.
• Is an effective public speaker with excellent communication skills.
• Works effectively both independently and as a member of a team.
• Models non-violent communication skills, consensus building, and cross-cultural competence and sensitivity.

Licenses and Certifications:

Valid Drivers' License

Physical Requirements:

This position's tasks involve light and simple types of physical exertion with average weight materials or equipment, but not requiring effort so continued or sustained as to result in more than minor fatigue consequences. This position may require the ability to sit for long periods of time.

Acknowledgement Statement

By signing this form, I acknowledge I have received, read, and understand that I must strictly observe and ensure compliance and requirements detailed in the position description. I understand that all positions are subject to the availability of funding. I acknowledge that YWCA La Crosse is a smoke, drug, alcohol and controlled substance free environment. I also understand that YWCA La Crosse is an "at will" employer and that my employment may be terminated at any time without due cause.

Community Advocate signature

Date

Executive Director signature

Date