

Advocacy Manager Engage Miami & Engage Miami Civic Foundation



Position: Advocacy Manager
Salary: \$45,000-\$50,000
Location: Miami, Florida (currently remote)
Reports to: Deputy Director, Director of Organizing & Advocacy

ABOUT ENGAGE:

Engage Miami takes down barriers and builds bridges to equitable civic leadership through voter registration, civic education, and organizing campaigns on the issues that matter to young people in Miami. Our mission is to build a more just, democratic, and sustainable Miami by developing a local culture of civic participation for young people that is bold, creative, and impactful. We build political power for young people in South Florida to make sure the future is better for everyone.

JOB DESCRIPTION:

Engage Miami seeks an Advocacy Manager to manage the implementation of our issue organizing in support of our platform, the Young People's Policy Priorities (engage.miami/yppp). This position's primary goal will be to manage, implement and support effective organizing efforts by coordinating with partners, helping to guide strategy, and leading execution, while growing our member base and investing in the leadership and development of members and YPPP Fellows. An ideal candidate is deeply knowledgeable about local issues, politics, policy, and power, an excellent relationship builder and communicator, a strategic thinker, and has significant issue organizing experience.

Core responsibilities will include:

Campaign Organizing 35%

- Assist in the development of advocacy and organizing strategy and plans aligned with our Young People's Policy Priorities, in collaboration with organizational leadership, staff and members
- Lead in implementing the organizing strategy for Engage issue campaigns for effectiveness, impact, member development, organizational growth and alignment with organizational priorities
- Manage tactics that advance our campaigns with the help of staff and members (ex. planning meetings with members and staff, member trainings, community outreach, issue events, interfacing with government officials or public hearings, public actions. etc)
- Advocate towards and build relationships with elected officials and their staff to advance our campaigns and priorities
- Incorporate ongoing input, feedback and strategic analysis from organizational leadership, staff and members into the implementation of issue organizing
- Build relationships with partners that focus on similar issues areas, organize young people, or with whom we are otherwise strategically positioned to have mutually beneficial collaboration with on advocacy work
- Support partner campaigns that are aligned with our Young People's Policy Priorities, depending on potential impact, alignment and capacity, as well as represent the organization in select coalitions

Member Organizing & Mobilization 35%

- Create opportunities and events for member involvement in issue campaigns and coalitions (those led both by Engage and our partners) that are strategic, effective, and impactful and which lead to member development

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- Create and support opportunities for training, reflection, debriefing and learning for those engaging in campaigns
- Identify, build relationships with, and invest in coaching members with interest in and potential for increased leadership
- Continuously grow the base of people engaging in issue and campaign work through Engage
- Research, communicate and make accessible information, including talking points, needed for issue organizing and advocacy such as agenda items, policies, meetings and relevant information about issues or conditions
- Lead in creating and managing systems and structures for member involvement and leadership in Engage and partner issue campaigns, as well as reporting through appropriate databases and tracking systems

Staff Management 15%

- Manage or assist in managing organizing and advocacy staff and YPPP Fellows for effectiveness, equity, and growth, including potential future direct reports

Other 15%

- Help inform and develop messages and communications on advocacy and campaign work
- Stay informed on local news, current events and policy decisions that impact our work
- Take part in team and staff meetings, planning sessions, trainings and developmental opportunities
- Collaborate and coordinate with other departments and staff in the organization as needed

QUALIFICATIONS:

- Minimum of 2 years experience in organizing, advocacy, policy, or campaign work
- Significant knowledge of local civic institutions and the political landscape
- Knowledge of organizing basics and experience with tactics such as canvassing, 1:1s, campaign planning, trainings
- Ability to communicate complex information to a wide variety of audiences
- Excellent relationship building skills and invested in seeing the leadership of young people in our community grow
- Passion for social justice and democracy, love for Miami-Dade and curiosity about how we can best achieve change
- Experience working collaboratively with diverse people and groups
- Strong organizational and project management skills, including a proactive approach to communication, openness to feedback, and attention to detail
- Proactive problem-solving, the ability to think ahead, troubleshoot potential problems, seek solutions, and help the team meet their goals, with thoughtful communication about issues as they arise. Strong applicants will have significant prioritization skills and an adaptable work style.

COMPETENCIES:

- Ability to understand complex issues, their causes, policy solutions and agenda items, and help explain them to others
- Interest and comfort in understanding, responding to and communicating County and municipal level policy solutions

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- Ability to respond to a dynamic and changing political and organizing environment, and adjust and take initiative for best results
- An ability to keep organized and prioritize duties in a fast-paced environment, and manage several projects simultaneously
- Eagerness to learn about organizing, issues, policy and government, develop new skills and contribute to an environment where everyone is doing so
- Willingness for flexible and changing work schedule, include evening and weekends, and able to accomplish goals and maintain focus in that setting

NICE TO HAVES:

- Bilingual in Haitian Kreyol or Spanish
- Experience with coaching, mentorship and/or staff management
- Formal education background in political science, public policy, education, psychology, or other fields relevant to local advocacy and organizing
- Already connected to Miami-Dade political and progressive non-profit scene

Individuals who are Black, indigenous, or people of color, individuals with disabilities, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

To apply, provide a resume and a cover letter explaining why you would be a strong Advocacy Manager for Engage Miami and why you're excited and able to contribute to Engage's mission through this role. Please email all materials attached as a PDF to hire@engage.miami with the subject line 'Advocacy Manager Application'.

Priority deadline for review and invitation to interview is January 18th, 2021, but applications will be accepted until position is filled.