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## Virginia State Policy Advocate Job Description

**Organizational Description:** Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

### **Position Description:**

Latina Institute, Virginia, seeks a State Policy Advocate. We are looking for a committed individual who is passionate about organizing to raise the voices of Latina/xs in VA for social change, in particular the issues that impact their lives through grassroots advocacy. The VA Policy Advocate will work with our organizing, policy, and communications teams to develop and implement our state policy agenda, and support our base building efforts which includes trainings, civic engagement campaigns and events and expand our movement-building efforts. The position will work to expand the grassroots movement for Reproductive Justice in the community.

The ideal candidate works well in teams and seeks to support the power building work in the state. We are seeking a skilled individual with experience working with diverse communities, who is highly motivated to movement-build with our base.

The Virginia State Policy Advocate will report to the Virginia State Manager.

### **Location:** Virginia

The Latina Institute operates as a remote organization but requires some roles to be based in specific locations and/or to operate in a hybrid way. Due to the nature of this role, you must be based in the State of Virginia and be able to travel to various locations, including the State Capitol and the Virginia office space, to work from and participate in in-person events, meetings, and other activities.

### **Employee Status:** Full Time, Exempt

40 hours per week, typically Monday through Friday, but this may be subject to change depending on program needs.

### **Responsibilities include (but are not limited to):**

- Work with the state and national organizing and policy teams to promote and support the Latina Institute mission by:

- Advancing the Latina Institute VA's priorities by both developing and moving forward pro-active policy solutions and campaigns that are community-informed and centered on the education, experiences, and vision of our activists.
  - Help to coordinate creation of the local and state policy agenda and/or initiatives.
  - Conduct legislative analysis of state and local policies within the scope of Latina Institute's Reproductive Justice priorities.
  - Research and prepare local and state policy briefs, fact sheets, public education campaign materials and all other policy related and political publications, as needed.
  - Serve as a liaison between federal policy team and state team for federal policies and actions that impact VA, and coordinate with the state team to ensure materials produced and campaigns that are developed have an explicit state perspective.
- **Movement-building**
    - Under the direction of the VA State Manager and in consultation with National Education team, conduct political education trainings, presentations, and updates for our VA activist base related to local, state, and federal policies and briefings.
    - Support the development of and coordination of local and state campaigns and civic engagement efforts with the VA team.
    - Ensure coordination and communication on coalition events and campaigns.
    - Represent the state organizing and policy work in strategic local and state movement building efforts.
    - Help cultivate and strengthen relationships with elected officials, community partners, and organizational allies.
    - Serve as one of the Latina Institute Virginia spokespersons for media and communications opportunities as determined.
  - **Administrative**
    - In coordination with the VA State Manager, develop internal work plans, track progress towards goals, and report activities and outcomes with key members of the Latina Institute organization-wide team.
    - Track and record all lobbying efforts in a timely manner.
    - Track and reconcile expenses related to all policy activities and travel within the overall state budget.
    - Oversee compliance of deadlines, requirements and payments as a registered lobbyist and other necessary certifications or affiliations in the state of VA.
    - Help with grant reporting and support fundraising efforts.
    - Other duties as assigned.

**What You Will Need to Be Successful:**

- Prior community organizing or leadership development experience is required.

- Have a working understanding of the structure of the state; knowledge of the Northern Virginia landscape is required.
- Knowledge and commitment to reproductive health and rights and/or social justice issues.
- Preference given to candidates with relationships with key community-based organizations in the area.
- Working knowledge of written and spoken Spanish is strongly preferred.
- Must have a valid driver's license and ideally own transportation.
- Strong communication skills, including comfort with public speaking.
- Ability to multi-task with attention to detail.
- Ability to work independently, think critically and creatively take initiative.
- Ability to work well with a team and take direction and feedback.
- Strong computer skills, including Microsoft Office, database management/web/online tools, and social media/new media technologies.
- Travel required.

**Salary Range:** \$55,000 - \$65,000 based on experience.

Our comprehensive package of benefits includes:

- Medical, dental, and vision plans
- Vacation, personal, wellness and sick time
- Retirement plan, including employer match
- Paid parental leave
- \$1,000 towards professional/wellness development

**Benefits:** The Latina Institute offers excellent benefits for full-time employees, including health/vision/dental insurance, 401(k) benefits, vacation, and sick leave.

**Application Procedure:** Please send your resume and cover letter via e-mail to [humanresources@latinainstitute.org](mailto:humanresources@latinainstitute.org). Please include in the subject line: **Applicant – VA State Policy Advocate**

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.