

Florida 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:

The Latina Institute seeks a **Florida State Policy Advocate** to lead the Florida state policy agenda in coordination with a dynamic team to protect the reproductive health and rights of Latinas and support the development and execution of our advocacy and organizing strategies locally and state-wide. The FL State Policy Advocate, in coordination with the FL state team, prioritizes the needs of the community by identifying and/or creating community-informed policy solutions. As such, this person must be able to analyze state public programs, proposed state legislation and current law as it relates to the community to promote the Latina Institute's policy and advocacy work in the areas including coverage and access to reproductive healthcare, including abortion, and immigrant health care access and coverage.

This person, in thought partnership with the Florida State Manager, must be able to leverage their policy expertise to navigate state and local political systems and environments to develop campaigns that build Latinx/Latina power. In this position, the Policy Advocate will serve as the FL representative for policy coalitions and must be able to build support for Latina Institute policy priorities. In this role, one may be tapped as an English and Spanish-language spokesperson for media. The FL State Policy Advocate will be supervised and report to the Florida State Manager. The person in this position will work as part of a dynamic team and in coalition with movement partners.

Travel is required.

Location: Miami, Florida

The Latina Institute operates as a hybrid organization but requires some roles to be based in specific locations and/or to operate in office. Due to the nature of this role, you must

- live in Miami-Dade County
- able to travel to Tallahassee during legislative session and committee weeks
- travel to various locations, 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):

Community Informed Policy Development & Implementation

- Under the guidance of the FL State Manager, the State Policy Advocate advances Latina Institute's RJ 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.
- Conduct legislative analysis of state and local policies within the scope of Latina Institute's RJ priorities in coordination with the FL state team.
- Research and prepare local and state policy briefs, fact sheets, public education campaign materials and all other policy related and political publications with FL state team and national education team, where relevant.
- Serve as a liaison between federal policy team and FL state team for federal policies and actions that impact Florida and coordinate with the state team to ensure materials produced and campaigns that are developed have an explicit state perspective.

Navigation of Political Arena

- Track and understand state and local legislative, legal, regulatory, judicial and ballot initiatives and trends that are aligned with Latina Institute RJ priorities.
- Collaborate with the Florida state team to design, implement and support local and state advocacy and organizing campaigns, helping to design and implement goals, strategies and tactics to propel us forward and maintain local, state and federal calendars.
- Cultivate and strengthen relationships, coordinate meetings, and uplift Latina Institute RJ priorities with FL state, local and federal (when in-district) elected officials, policy makers, and staffers, as well as community partners and organizational allies.
- Help to coordinate creation of the local and state policy agenda and/or initiatives.

Movement Building

- Under the guidance of the FL State Manager, the State Policy Advocate represents the interests of the Latina Institute FL in coordinating efforts with civic engagement and movement coalitions locally and statewide, including but not limited to uplifting the priorities and voices of Latinx/as through various mobilization efforts in Miami-Dade County and Tallahassee as well as showing up in solidarity with and supporting Black women led strategies and campaigns.
- Under the direction of the State Manager and in consultation with Education team, conduct political education trainings, presentations, and updates for our FL activist base, relating to

local, state, and federal policies and briefings on Latina Institute policy priorities, as well as within the federal policy team, and for national, state and local conferences and events.

- Be an authority on Reproductive Justice and Latina Institute RJ priorities in local and state coalition policy spaces and embody intersectional advocacy in the larger repro rights/health/justice policy ecosystem.
- Conduct media interviews on behalf of the Latina Institute.

Administrative

- In coordination with the 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 FL.

What You Will Need to Be Successful:

- Working knowledge of written and spoken Spanish is required.
- Strong understanding of the political structure of the state; knowledge of Florida landscape is required.
- Prior community organizing or political campaign experience is preferred.
- Demonstrated ability to use an intersectionality framework to advance policy solutions.
- Knowledge of sexual and reproductive health care and related social justice issues preferred.
- Excellent analytic and advocacy skills.
- 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.

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, cover letter via e-mail to jobs@latinainstitute.org. Please include in the subject line: **Applicant - FL 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.