

Virginia State Policy Advocate Job Description

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

Position Overview: Latina Institute, Virginia, seeks a State Policy Advocate to advance our reproductive justice agenda and strengthen grassroots advocacy. Reporting to the VA State Manager, the Policy Advocate will work closely with our organizing, civic engagement, and national policy teams to shape and implement Virginia's state policy agenda, while ensuring alignment with grassroots mobilization.

This is a highly visible role. The Policy Advocate will serve as a liaison to legislators, coalitions, media, and community partners, while also supporting the leadership of our grassroots base through political education and advocacy training.

The ideal candidate brings deep knowledge of Virginia's political landscape, excels at legislative strategy and relationship management, and is passionate about amplifying the voices of Latine communities in Virginia.

Location: The Latina Institute operates as a remote organization but requires certain roles to be based in specific locations or to work in a hybrid capacity. Due to the nature of this role, you must live and be based in the State of Virginia (Richmond or Northern Virginia preferred). Extensive in-state travel will be required for 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):

Policy & Advocacy

- Develop and advance proactive policy solutions and campaigns informed and centered by the experiences of Latine communities
- Conduct legislative analysis and produce policy briefs, fact sheets, and education materials

- Track, analyze, and advance Virginia policy priorities, including legislative proposals and advocacy campaigns
- Develop and maintain a robust legislative tracking system to monitor bills and relationships.
- Build and strengthen relationships with legislators, allies, and coalitions; engage in direct lobbying and advocacy.
- Prepare and deliver testimony, talking points, fact sheets, and policy briefs.
- Serve as a spokesperson in Virginia media and public forums, representing the organization's policy priorities.

Movement-Building & Base Support

- Strengthen relationships with partners and allies to advance reproductive justice at the state level.
- Collaborate with the State Field Organizer to align policy priorities with grassroots mobilization efforts.
- Consult with the National Education team to facilitate political education training, presentations, and updates for Virginia activists on local, state and federal policy issues.
- Support the development and coordination of local and state campaigns, civic engagement initiatives, and coalition activities.

Administrative Support

- Develop internal work plans, track progress towards goals, and report activities and outcomes.
- Maintain accurate records of lobbying activities, expenses, and compliance requirements.
- Support grant reporting and fundraising efforts as needed

Required Qualifications

- In-depth knowledge of Virginia's political and legislative landscape.
- Demonstrated experience in policy advocacy, lobbying, or legislative engagement.
- Background in community organizing or leadership development.
- Knowledge and commitment to reproductive health and rights and/or social justice issues.
- Strong communication and relationship-building skills, including public speaking and media engagement.
- Highly organized and detail-oriented, with the ability to track multiple bills, relationships, and advocacy actions simultaneously.
- Politically savvy, with the ability to quickly learn internal systems and processes.
- Valid driver's license and access to vehicle to travel around VA is required
- Strong computer skills, including Microsoft Office, database management/web/online tools, and social media/new media technologies.

Preferred Qualifications

- Fluent in Spanish.
- Established relationships with VA-based community organizations.
- Familiarity with EveryAction or similar CRM/database tools.

Salary Range: \$60-65k based on experience.

Benefits: The Latina Institute offers excellent benefits for our employees. Some highlights of our comprehensive package of include:

- Medical, dental, and vision plans
- Vacation, Wellness and Sick PTO
- 401K Retirement plan with a 3% employer match
- Paid parental leave
- \$1000 towards professional/wellness development

Application Procedure: Please send your resume and cover letter via e-mail to jobs@latinainstitute.org by August 23rd. Please include in the subject line: **Applicant – VA State Policy Advocate**

National Latina Institute for Reproductive Justice is an equal opportunity employer. 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.