



Advocacy Coordinator Part-time

AdvocacyNJ seeks a dynamic individual to assist the Executive Director/Education Advocate with our growing non-profit. This individual will be working on education/advocacy projects and other advocacy-related activities by providing administrative support.

Responsibilities include:

- Organizes, monitors, and updates clients files.
- Searches for and retrieves documents;
- Proofreads documents, including correspondence, advocacy and education materials, press releases, and website information;
- Gathers and organizes information required for client meetings, networking events, trainings, and/or conferences;
- Coordinates with necessary individuals (i.e. clients, clinicians, school employees, etc.) regarding the retrieval, processing, review, and production of documents, including electronically stored information;
- Coordinates advocate-client calls and meetings;
- Performs tasks, such as filing, copying, scanning, indexing, and mailing of documents, as needed;
- Assists AdvocacyNJ with communications with clients, clinicians, and interested parties regarding different advocacy matters;
- Coordinates and supports community meetings and other community outreach activities;
- Provide calendar and billing oversight to Executive Director as needed;
- Other responsibilities as assigned.

Qualifications include:

- A degree with relevant work experience; experience or education in the areas of law, education, case management, or social work preferred.
- Excellent oral and written communication skills;
- Excellent computer skills— Expert in Google Suite (Gmail, Sheets, Forms, Contacts) required. Mac users preferred.
- Mastery of social media platforms: Twitter, Instagram, and Facebook
- Strong research, writing, and analytical skills;
- Willingness to learn and develop new skills and expertise;
- Excellent organizational skills;
- Accuracy and attention to detail;
- Ability to work independently with minimal supervision;
- Ability to prioritize workload;
- Ability to complete tasks accurately and in a timely manner;
- Ability to be discreet when handling confidential information;
- Commitment to racial justice, disability rights, and civil rights;

Position starts at 10 hours weekly with a set schedule to be determined. Hourly rate DOE \$15-19. Must be comfortable working in home office with the Executive Director in Hopewell, NJ.

This is not an exhaustive list of all responsibilities, duties, skills, efforts or requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, AdvocacyNJ reserves the right to revise the job or to require that other or different tasks be performed as assigned.

To apply: please send a cover letter with hourly rate expectations and resume to hello@advocacynj.com Email subject: Advocacy Coordinator

Please be advised for this position you will be required to provide 2 writing samples prior to the first interview:

1. Write a brief statement about a personal cause that is important to you and how you have been an advocate for it.
2. Write a brief summary of a past work conflict with a supervisor and how you handled the situation.