

Mellon/ACLS 
PUBLIC FELLOWS PROGRAM

Job Title:	Advocacy Director
Organization:	University Settlement Society of New York
Location:	New York, NY
Start Date:	August 3, 2020

ORGANIZATION DESCRIPTION

University Settlement Society of New York is one of New York City's most dynamic social justice institutions, with an impressive legacy as the first settlement house in the nation. Its mission is to empower residents by building on their strengths and knowledge through comprehensive, quality services that meet the current needs of the community, innovation that anticipates future needs, and advocacy to improve the community as a whole. Every year, University Settlement impacts the lives of over 40,000 New Yorkers across 30 sites through a wide range of programs that set a standard for excellence. Our programs include early childhood education, youth development, adult literacy, family support and mental health, housing services, healthy aging programs, and community-centered arts. Systems change is integral to our founding principles, and to achieving our larger goals of a more equitable and just society for our communities. Learn more at <https://www.universitysettlement.org/us/>

POSITION DESCRIPTION

University Settlement advocates with and on behalf of our community members to secure access to resources, and to support policies and practices that empower New Yorkers so that they can achieve healthy, stable, and remarkable lives. University Settlement routinely participates in advocacy efforts across many of our departments and programs, and conducts numerous activities to enhance our advocacy work, including reviewing best practices, partnering with our elected officials on participatory budgeting, developing agency-wide advocacy resources and participating in educational meetings with elected officials as well as several coalitions.

University Settlement aims to build on its tradition of active advocacy by more fully coordinating this work under the auspices of our new Advocacy Department. The Advocacy Director will spearhead and operationalize University Settlement's preexisting advocacy efforts more fully across its programs and sites, and support University Settlement's ongoing culture shift towards integrating more advocacy and systems-change. The role will involve: creating a variety of resources to engage and support staff and participants in developing advocacy campaigns; training staff to implement advocacy and education efforts; leading community engagement efforts, including leading the participatory budgeting process, which engages the community in determining how a portion of the public budget will be spent; and, creating campaign-specific resources. The impact of this work will include: increased organizational impact in advocacy campaigns; a stronger integration of considerations of systems-change; increased exposure to broaden our reach to community members and prospective funders; and greater presence in the field of advocacy leaders in NYC.

The Advocacy Director will report to Associate Executive Director of Adults, Arts and Advocacy, Jennifer Vallone, and will be part of the agency's management team. The position will be located in University Settlement's Neighborhood Center at 189 Allen Street, a vibrant community center in the Lower East Side that is located within the Rafael Hernandez public housing development.

Visit <http://www.acls.org/programs/publicfellowscomp> to learn more about the Mellon/ACLS Public Fellows program. This position is only available through this program; please do not contact the host organization directly.

Key duties and responsibilities:

- Educate staff and community members on participatory budgeting and engage them in the process to propose, campaign, and vote for community capital projects;
- Support staff in conducting civic engagement efforts to develop and implement processes for organizing, gathering input, and analyzing input from the community;
- Conduct research on best practices, implement new agency-wide training and professional development opportunities, and develop up-to-date resources, such as an advocacy toolkit;
- Track and analyze city and state budget items, legislation, and regulations that impact the communities University Settlement serves in order to identify priority target areas;
- Conduct field research and create a document resource to guide University Settlement's advocacy work, which will include information on policy areas of expertise and prospective policy areas, as well as connections to active coalitions, community members, and community groups;
- Work with program staff to draft community alerts, testimony, and updates, and support greater community involvement in policies that affect participants' daily lives;
- Continue to refine organizational goals and metrics around advocacy and advocacy outcomes;
- Organize and participate in educational meetings with elected officials, their staff, and other necessary government agencies; and,
- Increase University Settlement's public image as experts in related public policy fields and with government partners and connect our direct service work with research and public policy.

QUALIFICATIONS

Required

- Ph.D. in the humanities or humanistic social sciences;
- A commitment to strengths-based community engagement, social justice, racial equity, and issues of fairness within underrepresented communities;
- Excellent written and verbal communication skills and an ability to move easily between populations, from diverse community members to high level agency staff and elected officials;
- Planning and organizational skills that support both independent and team work;
- A commitment to high quality project development and project management;
- Creativity, outside-the-box problem-solving skills, and a sense of humor.

Preferred

- Fluency in a second language, preferably Spanish, Mandarin, Cantonese, or French Creole.

STIPEND AND BENEFITS

Each 2020 Mellon/ACLS Public Fellow receives an annual stipend of \$70,000, as well as access to employer-based health insurance through the host organization. In addition, ACLS provides funds for relocation and professional development. Fellows receive professional mentoring and participate in career development programming, both in-person and virtually.

APPLICATIONS

- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: March 18, 2020, 9 p.m. Eastern Daylight Time

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