



PUBLIC FELLOWS PROGRAM

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| Job Title: | Community Engagement & Policy Advocate |
| Organization: | Grand St. Settlement |
| Location: | New York, NY |
| Stipend: | \$65,000 with health insurance for fellow |
| Start Date: | September 1, 2016 |

ORGANIZATION DESCRIPTION

Grand St. Settlement expands opportunities for low-income families and individuals by providing culturally relevant services that support community-building, advocacy, self-determination, and an enriched quality of life. Since its founding in 1916, Grand St. Settlement has offered a continuum of innovative programs ranging from early childhood and youth development to community support for adults and seniors. Each year, we serve more than 7,400 New Yorkers in the Lower East Side as well as some of the most under-resourced neighborhoods in Brooklyn. In 2016, Grand St. Settlement will celebrate its 100th anniversary. This is an auspicious time to join our organization, as we are developing a three-year plan that will build strategic alignment and a results-oriented culture to meet the needs of the communities we serve. Grand St. Settlement is excited about the opportunity to create an advocacy program as we embark upon our next 100 years.

POSITION DESCRIPTION

The Board and executive team are committed to developing an advocacy program that will leverage our direct human services activities, impact public policy, create systematic change, and build upon a deep commitment to social justice. The Community Engagement & Policy Advocate will be a part of the Development and Communications team, which builds public awareness and engagement, secures revenues, and manages special initiatives. S/he will begin his/her work with a three-year strategic blueprint to be finalized in January 2016 and will also work closely with the executive leadership, managers across our sites, and program participants to develop short-term priorities and a longer-range plan.

Responsibilities:

- Assisting with the development of an advocacy and organizing strategy consistent with the mission, vision, and values of GSS and aligned with the strategic blueprint;
- Developing a focused advocacy campaign that resonates with GSS participants and staff that serves as our agency's focal point over the next two years;
- Representing GSS on various coalitions including campaigns spearheaded by the United Neighborhood Houses (Campaign for Children, Campaign for Summer Jobs and Lunch 4 Learning), and attending meetings and conferences that advance the Fellow's career goals and GSS's work;
- Working with external community boards and NYPD Community Councils; internal committees and advisory councils, such as the Early Childhood Committee and Parent Advisory Council (early childhood); Tenant Associations and Youth Councils (GSS Cornerstone programs in NYCHA developments); and Senior Center Advisory Council;

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You may *not* contact the host institution to inquire about this position.

- Increasing leadership capacity among populations who have been historically excluded from decision-making processes (low income, immigrant, and communities of color).
- Organizing our constituents to work to ensure their views are heard in local, state, and federal levels of government to help shape and impact policies;
- Conducting analysis by service site locations with a comprehensive list of elected officials and their staff members, as well as their committee memberships and areas of interest;
- Developing a calendar of activities to establish excellent working relationships with our representatives;
- Using strategic communications to make the case for advocacy agenda, in collaboration with our Strategic Communications Manager;
- Integrating advocacy and policy messaging into social media strategy to raise visibility and expand our base of supporters;
- Advocating for and positioning GSS's new social enterprise endeavor, Think Grand Café, which is scheduled to open in October 2017 as part of Essex Crossing, as a means to bring visibility to the organization and the issues on which we are advocating; and
- Seeking project-specific support to fund the identified advocacy campaign, in collaboration with the Institutional team.

REQUIRED AND PREFERRED QUALIFICATIONS:

Required Qualifications:

- PhD in the humanities or humanistic social sciences;
- Commitment to and familiarity with social justice issues that impact low-income communities of color, such as affordable and safe housing, employment opportunity and workers' rights, access to public education, food security, sustainable community development, LGBTQ rights, and access to public benefits and income support;
- Creativity, an orientation toward results, a willingness to learn, and the ability to manage multiple ongoing projects;
- Strong motivation, organization, and adaptability;
- Excellent writing, speaking, and analytic skills;
- Experience facilitating multidisciplinary meetings;
- Political sophistication and an understanding of power; strategic thinking, and how to move a policy advocacy agenda;
- The ability to build effective relationships to maximize collective impact; and
- Ability to attend 6-8 community meetings held on weekday evenings and some weekends each month. The Fellow's schedule will be adjusted to accommodate as needed.

Preferred Qualifications

- Experience in policy advocacy, policy research and analysis, coalition building, or a related field;
- Experience managing complicated projects, including organizing allies, staff, Board, volunteers, program participants, and activists;
- Familiarity with settlement houses and/or community-based organizations preferred; and
- Ability to work with diverse communities and cultures; bilingual in Spanish or Chinese a plus.

APPLICATIONS

- Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 24, 2016, 8 pm Eastern Daylight Time

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