

Public Policy & Advocacy Fellow

Job Title: Public Policy & Advocacy Fellow
Reports To: Executive Director
Hours: Part time, Contractual
Salary: \$15 - \$19/Hr depending on experience
Contact: Email resume to: Maria.pinzon@hispanicservicescouncil.org

Organizational History and Background Description:

Established in 1992, Hispanic Services Council's mission is to increase access and opportunities for Latinos and influence the systems that serve them. HSC is a private, non-profit organization whose work focuses on developing opportunities that result in an educated, healthy, prosperous, and engaged Latino community. To achieve our mission and purpose, our programs focus on increasing the academic performance of Latino children through parental involvement, improving healthy living and nutrition, and improving the quality of life through civic engagement of Latinos at all levels in our community.

Job Summary

This Fellowship provides an opportunity for a Fellow to lead the work of HSC's public policy and advocacy agenda with a focus on immigration and immigrant-related policies. It will involve relationship-building, communication, researching, tracking results, reporting, and coordinating the activities related to this work. The Fellow will be supported by the agency's CEO, as well as the advocacy committee. The Fellow will have the opportunity to interact with local, state and national partners and elected officials and their staffs in Hillsborough County, the City of Tampa, Tallahassee and Washington DC to engage in advocacy.

Relationship Building

1. **Establish relationships with local, state and congressional policymakers** by engaging in the following relationship-building activities on an annual basis.
 - **Visit policymakers** in their district offices in Hillsborough County, City of Tampa, Tallahassee or DC (in person or virtually). Create an annual calendar on the best times to make these visits.
 - **Invite policymakers and/or staff** to visit and tour HSC when appropriate.
 - **Recognize policymakers** at every opportunity at events, in newsletters, etc.
 - **Send ongoing communications** to local, state and federal policymakers.

Communication & Messaging

1. **Coordinate and implement messaging:** Including emails, policy scripts, policy meetings, letters and various other communication pieces.
2. **Coordinate & work on social media:** Work with HSC's Executive Director and Advocacy Committee in crafting social media messaging on policy issues impacting Latino and immigrant communities.
3. **Create advocacy infographics and calls to action**

Research & Legislation Tracking

1. **Research:** Assist in investigating immigrant-focused policy issues, and other public policies that impact the Latino community.

2. **Follow key pieces of national legislation:** Federal bills can be followed at <http://www.congress.gov/> or through a network of other organizations engaged in specific public policy areas.
3. **Follow state-wide legislative matters:** Research policy makers and policies being proposed for the 2021 Florida legislative session (www.leg.state.fl.us).
4. **Staying Informed:** Read and stay abreast on policies related to immigration, immigrant-focused policy issues, and those that have a direct impact on the Latino community as identified by state and national advocates.

Contact Lists & Appointment Setting

1. **Appointments and Materials:** Set up meetings with partners, policy experts, elected officials and/or his/her staff, prepare materials needed, craft and send Thank You letters. Provide background information on policymakers – including voting history, interests, background, etc.
2. **Policy Maker Contact List:** Create and maintain an up to date Excel spreadsheet with federal, state and local policy makers' contact information. Identify key staffers for key policy makers.
3. **Press Contact List:** Develop and update press contact list. Assist with press relationship building.
4. **Coalition Lists:** Assist in creating and maintaining a data base with contact information.

Tracking & Reporting

1. **Report out to HSC's Public Policy & Advocacy Committee and full board** during their monthly meetings
2. **Track Advocacy Efforts, Costs and Results** - Document all advocacy activities, their costs (if any) through formal reports, meeting minutes, etc.

Knowledge, Skills, And Abilities

- Belief in HSC's mission and view Latino and immigration policies as a social justice issue.
- Demonstrate ability to work and communicate effectively with people of diverse backgrounds to build relationships and coalitions across the political spectrum and in a multicultural environment.
- Effective facilitator and convener.
- Demonstrate ability to work on deadline, be highly organized, work with little supervision, and maintain accountability and strong communication with others in collaborative projects.
- Excellent English and Spanish written and verbal communication skills; sound judgment and discretion with confidential information
- Knowledge and ability to conduct research on policymakers, public policies, and specific issues impacting public policy.
- Excellent administrative skills.
- Flexibility to adjust to changing priorities and timelines.
- Proficient with Microsoft Office, video conferencing, and data management systems.

Education and Experience

- Bachelor's degree
- A plus: Public policy and advocacy experience
- Minimum 1-2 year work or previous fellowship or internship experience
- Experience working in a diverse and team-oriented environment

The person hired for this position will work out of our Tampa, Florida office.