

## Volunteer Advocacy Coordinator Position Description

### Position Description

This position will provide volunteer leadership for our public policy and advocacy work, working collaboratively with our executive director, board of directors, staff, members, and volunteers.

### Responsibilities

#### Public Policy Planning and Development

1. Implement goals and objectives focused on public policy and advocacy from BreastfeedLA's strategic plan
2. Implement BreastfeedLA's public policy agenda, develop strategies and negotiate solutions for policy issues that are important to the sector
3. Research, monitor, analyze and respond to federal, state and local issues that affect lactating families in Los Angeles County
4. Draft and provide testimony and position papers on public policy issues
5. Organize and engage members, nonprofits, and policy makers in public policy efforts on issues
6. Create and manage systems to track information about key issues and policymakers

#### Network Development

1. Build and maintain relationships with members, partner organizations, coalitions, foundations and associations throughout the state to advance policy goals, and serve on steering committee for California Work and Family Coalition
2. Build and maintain relationships with elected officials, their representatives and staff, as well as Governor's Office and state agency staff
3. Respond to requests for information from members, nonprofits, policymakers and stakeholders
4. Coordinate and/or attend community events to advocate for breast/chestfeeding which may include some travel throughout California. Travel costs outside of Los Angeles will be covered.

#### Public Policy Education & Communications

1. Manage and update web content, electronic policy updates, legislative action alerts, position statements and research reports for members and other key stakeholders Opportunity to help coordinate biannual special events such as advocacy day and know your rights trainings (stipends may be available, pending funding)
2. Coordinate with education department to ensure a robust, relevant program of learning opportunities related to advocacy and public policy for the community, staff and board members
3. Update Breastfeeding Advocacy Toolkit and other related toolkits on a biannual basis
4. Respond to community complaints regarding lactation rights violations
5. Design social media campaign around lactation advocacy
6. Oversee advocacy committee and advocacy volunteers

#### General

1. Work on special projects throughout the year as a volunteer of BreastfeedLA.
2. Assist with identifying successor for Advocacy Chair role

#### Skills & Requirements

1. 2-4 years relevant and progressively responsible volunteer experience in public policy, advocacy, or equivalent experience or education in a related field
2. Bachelor's degree or relevant knowledge around our legal system, public health, health science, social work, child development or lactation education.

3. Some knowledge of the nonprofit sector
4. Experience working with diverse populations and a commitment to engaging with cultural humility
5. Public speaking and presentation skills, as well as strong written communication skills
6. Proven planning and analytical skills to evaluate complex situations and recommend next steps/solutions
7. Strong computer skills, including proficiency in Microsoft Office. Experience with Constant Contact, or equivalent data management systems preferred. Experience with data analysis tools preferred.
8. Commitment to our mission and belief in the value of breast/chestfeeding as drivers of social justice and change
9. Ability to handle multiple tasks, projects and priorities effectively and professionally
10. Ability to work independently and collaboratively
11. Ability to travel and current driver's license required. Access to a vehicle preferred.
12. Must adhere to all policies and procedures of BreastfeedLA.

This position description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, efforts or conditions associated with this volunteer role.

Reports to: Executive Director

Location: Flexible. This position may volunteer in our Los Angeles office or volunteer from home or from another location in Los Angeles. Occasional travel to Los Angeles required after COVID-19, as well as some travel elsewhere in California State.

#### Application process

To apply for this volunteer position, please email a cover letter, writing sample, and resume to [info@breastfeedla.org](mailto:info@breastfeedla.org). (It is preferred that attachments are labeled YourName\_CoverLetter or YourName\_Resume.)

We strive to create an inclusive and equitable place to volunteer. We encourage applications from people of all backgrounds. Ideal candidates are someone who identifies as a lactivist, someone interested in getting more involved in the lactation field, someone with a background as a doula, social work, or community organizing would be ideal. We encourage current college students to apply.

#### Why volunteer for BreastfeedLA?

Join a team that is making *real change* in the lives of Los Angeles families. You will be volunteering with a passionate team and be at the forefront of a movement helping to change the landscape of lactation support in Los Angeles County. You will gain valuable experience in advocacy, event planning, and lactation. You will gain experience in lactation advocacy, legislation, and policy change. You will be able to further explore the field of advocacy work, make new connections and network, and obtain a letter of reference and options for referrals and a letter of recommendation, as needed. You will have the opportunity to become a community leader in lactation advocacy.

Time Commitment: 8-10 hours per week

One year commitment, with option to renew for up to two additional years with organizational approval annually

For more information about BreastfeedLA, visit [www.breastfeedla.org](http://www.breastfeedla.org).