



Job Title: **Advocacy Manager**
Classification: Full-Time, Non-Exempt
Hours: 40 hours/week. Days of week may vary among Mon-Sat.
Reports to: Executive Director
Div./Dept.: Program
Last Revision Date: 04/04/2023

Organization

Alcohol Justice is 501(c)(3) nonprofit organization based in San Rafael, California. We envision healthy communities free of the alcohol industry's negative impact. We promote evidence-based public health policies and organize campaigns with diverse communities and youth against the alcohol industry's harmful practices. We are the only national advocacy, research, media and policy organization that directly challenges the political influence and marketing might of global alcohol corporations.

Position Description

The Advocacy Manager is responsible for helping to develop, implement, and manage programs that focus on exposing negative alcohol industry practices and building community power to resist them, through strategic use of community organizing, coalition actions & media advocacy. This position emphasizes the organizing of Latino and other diverse communities. As this is a model national program, there will be opportunities to promote your work, speak to communities and colleagues facing similar challenges, and generate media coverage around the programs in other county, city, state, national and international venues. Primary responsibilities include building coalitions, providing technical assistance to local, state, national and international organizations, contributing content to the website, and assisting in media advocacy efforts both locally, nationally and internationally. The candidate is expected to manage multiple projects simultaneously.

Specific responsibilities include but are not limited to:

Organizing:

- Assisting and supervising fundable projects.
- Organizing duties, including: maintaining and recruiting coalition leaders and organizations, training of leadership and agency staff, assisting and helping facilitate direct actions and media events that targets alcohol corporations or elected officials, staffing or facilitating meetings.
- Grassroots direct organizing, advocacy, lobbying statewide, and or working with district offices, as well as bringing along constituents and or coalition partner agencies.
- Managing constituency involvement of youth, parents, BIPOC, LGBTQ, and people in recovery from alcohol problems.



- Recruiting organizations, agencies and labor unions to join Alcohol Justice-facilitated coalitions: the Los Angeles Drug and Alcohol Policy Alliance and the California Alcohol Policy Alliance.
- Contributing to public education and outreach as needed.
- Organizing an annual Summit for CAPA's members, usually Q-4 of Calendar Year.
- 1▣ Supervising interns as needed and or as assigned.
- 2▣ Traveling for trainings and presentations as needed for contracts and grants.
- 3▣ Other duties as assigned.

Research Analysis including but not limited to...

- Identifying research of significance to short- and long-term coalitional goals.
- Effectively and accurately communicating alcohol-related and other public health and public safety research, its effect on community health, and how it is influenced by policy with policy.
- Working collaboratively with Alcohol Justice research staff to build evidence base in support of advocacy efforts.
- Experience conducting public health, public safety and legal research, and comfort researching, analyzing and understanding potential legislative and regulatory solutions preferred.
- Experience evaluating and planning programs and/or familiarity with Drug Free Communities grants preferred.

Qualifications:

- College degree or equivalent proficiency. Graduate degrees encouraged.
- Bilingual Spanish preferred
- Ability to work with diverse cultures and leadership.
- Experience and knowledge in public health, public policy, social work, communications, information services or other relevant fields.
- Three or more years in community organizing or advocacy.
- Great listening and communicating skills.
- Confidence in public speaking, delivering presentations using PowerPoint and other technologies, and representing policies and positions to allies, stakeholders, elected and appointed officials and the media.
- Strong research and writing skills
- Knowledge of public health issues and a passion for corporate practices in our communities.
- Ability to work both independently and in a team environment.
- Experience managing volunteers and ensuring top quality deliverables are produced.
- Required to travel statewide, including Alcohol Justice headquarters in San Rafael.
- Knowledge of alcohol industry, the legislative process, counter marketing strategies and other protective community actions.



- Experience in creating content and using social media to drive engagement and action.
- Data management skills
- Expertise in using zoom

Base Salary: \$60,000 / Year

Classification: Full-time Non-Exempt

Benefits: You are eligible to participate in our group insurance plan on the first of the month following your date of hire. The Company offers Group Medical, Dental, Vision, and a voluntary Life Insurance Plan.

Paid Time Off: The Organization recognizes the importance of time off. You will be eligible to accrue 14 days of vacation in your first year of employment, which will increase in subsequent years according to the Company's vacation policy.

Work Environment and Physical Demands:

The work environment characteristics described here are representative of those of a non-profit public health organization. Alcohol Justices' facilities are smoke-free.

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be required to sit for long periods of time, talk, hear, write, operate a keyboard, have the visual acuity to read small print and view a computer monitor, reach to the top of a five drawer filing cabinet and lift boxes of no more than 30 lbs. The employee is required to interact with staff, volunteers and visitors both indoors and outdoors.

Employment Practices Alcohol Justice is an Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, ancestry, age, medical condition, disability, veteran status, marital status, gender, sexual orientation, or on any other impermissible basis.

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