

Are you passionate about the community, land use, and the protection of local nature? Come work with us at a local, vocal, and effective organization to protect the open space, farmland, and natural resources of San Mateo and Santa Clara Counties for the benefit of all.

As **Advocacy Associate and Organizer**, you will be responsible for supporting Green Foothills' land use advocacy and movement building work. The Advocacy Associate and Organizer works closely with the Legislative Advocacy Directors and the entire Green Foothills staff to deliver consistent, well-researched environmental advocacy and connect with community members to achieve Green Foothills' organizational goals, primarily in Santa Clara County.

Responsibilities

Advocacy (44%)

- Build a thorough knowledge base of the land use policies and laws that protect open space, natural resources, and agricultural lands, the ecological science that supports such policies and laws, and the political landscape that influences whether such policies and laws are maintained, expanded or threatened.
- With the supervision of the Legislative Advocacy Directors, support the development and implementation of advocacy positions and actions. Write comment letters, make public comments, meet with elected officials and staff, and coordinate with partners. Translate policy and project development into advocacy actions to present to and engage with stakeholders.
- Maintain organized advocacy files in DropBox; track relationships with donors and prospect donors in Every Action.

Community Engagement (30%)

- Cultivate and support community members and emerging community leaders to advocate on issues related to our mission. Research and understand tribes, neighborhood associations, and community groups impacted by our advocacy. Engage in deep relationship work, solicit feedback, and (as appropriate) request letters of support. Offer strategic advice, support, and networking opportunities to these community members where appropriate.
- Coordinate and support grassroots activities and actions, including the development and implementation of mobilization strategies for public participation in public policy hearings, actions, discussions.
- Help engage Green Foothills donors and prospective donors in advocacy efforts. In collaboration with the Community Engagement Manager, develop community engagement opportunities and event concepts that advance our advocacy goals.
- With the Director of Impact and the Advocacy team, identify relevant topics for digital and print communications including calls-to-action ("Action Alerts") on a monthly basis. Author occasional communication pieces as needed.

- Support mentorship and leadership placement of Community Advocates Leadership Academy graduates.

Human Resources (2%)

- Engage in annual job goal-setting and self evaluation. Identify and leverage personal professional development and performance improvement opportunities.

Governance and Fiscal Soundness (4%)

- Attend and support Board and committee meetings, prepare materials as required for meetings and monthly Board Reports. Conduct presentations to board and staff
- Maintain and submit on a timely basis accurate timesheets, expense reports, and lobbying hours (for annual tax filing).

Equity and Inclusion (2%)

- Support the organizational culture including advancing diversity, equity, inclusion, justice, and cultural humility in all aspects of the organization to ensure a welcoming working environment for all. Personally develop a baseline knowledge of equity and inclusion principles. Advocacy and Community engagement work described above will be grounded in equity and inclusion.

About you

- Passionate about the mission of Green Foothills.
- Two to four years of directly-related work experience or education. In-depth knowledge of local ecological and open space issues, experience dealing with local political and regulatory landscape, awareness of issues that local communities care about and are impacted by.
- Outstanding project management, planning, and analytical skills.
- Demonstrated ability to connect with and support local communities
- Comfort and demonstrated ability to ground work in equity and inclusion.
- Excellent written and verbal communication skills.
- Highly self-motivated and demonstrated self-initiative.
- Must have ability to multitask, meet deadlines, and achieve results in a team environment.
- Proficiency with Microsoft Office and Google Suite applications.
- Valid driver's license and insurable driving record.
- Flexible to work on some evenings and weekends.

To Apply: For more information about working at Green Foothills and to submit Resume and Cover Letter, greenfoothills.org/careers. Position open until filled. Accepting applications until May 7, 2021.