



**Position:** Policy Advocate and Community Organizer  
**Program:** Policy and Community Building  
**Department:** Public Policy  
**Reports to:** Policy and Mobilization Manager  
**Salary:** \$50,000 Annually  
**Status:** 100%, Regular, Full Time, Exempt  
**Probation:** 90 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan.

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**JOB SUMMARY:**

Under the supervision of the Policy and Mobilization Manager, the Policy Advocate and Community Organizer will split their time between coordinating the Center's mobilization efforts, which includes increasing the Center's capacity to mobilize community constituents, while also actively advancing policy initiatives for the Center.

**ESSENTIAL FUNCTIONS:**

- 1) Coordinate identified policy portfolios, on behalf of the Center, which includes conducting research, tracking legislation, drafting documents, advocating on behalf of the Center and its constituents as necessary, and working with key stakeholders, including with relevant staff from across the Center, to advance the Center's policy priorities. Education policy will be an initial area of focus;
- 2) Serve as a Center liaison and build and maintain relationships with coalitions of grassroots, service providers, and policy organizations related to the Center's priority policy areas, including in the areas of housing and education policy;
- 3) Working with the Policy and Mobilization Manager, as well as with the larger Policy team, coordinate tailored activities to reach local, state, and national decision makers. This includes coordinating letter-writing and phonebanking campaigns, lobby visits, and one-time special mobilization events and actions;
- 3) Recruit and retain volunteers who are interested in the Center's priority policy issues and engage them in mobilization actions;
- 4) Develop and operate a leadership program to build a corps of volunteers who can mobilize and respond on policy matters;
- 6) Participate in departmental special events;
- 7) Prepare monthly and quarterly reports as required by funders and program supervisors;
- 8) Other duties as assigned.

**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBT people;
- 3) Background in community organizing, policy advocacy, or LGBTQ advocacy required;
- 4) Education, homelessness and housing policy experience strongly preferred;
- 5) Commitment to community building within diverse communities required;
- 6) Bilingual Spanish/English strongly preferred;
- 7) Group facilitation and training presentation experience required;
- 8) Experience working with and sensitivity toward the LGBTQ communities
- 9) Reliable transportation;
- 10) Availability to regularly work evenings and weekends and to travel as necessary;
- 11) Excellent computer skills;
- 12) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

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E-mail cover letter and resume as an attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org) website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit a cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.