



Policy and Advocacy Coordinator Job Description

Position Title: Policy and Advocacy Coordinator

Reports To: Director of Policy and Advocacy

Compensation & Time Commitment: Annual salary is dependent upon experience, with a guaranteed minimum of \$40,000, plus a robust benefits package.
Full-time and non-exempt, requires some evenings and weekends each month.

Organizational Overview

NMCAN partners with young people to build community, promote equity, and lead change. We foster a culture of innovation and collectively organize to create new narratives, practices, and policies that support community-centered care for New Mexico's youth and families. NMCAN has an organizational commitment to address and eliminate racial and ethnic inequities in systems that impact families and young people.

Overall Job Description

The Policy and Advocacy Coordinator is responsible for supporting the implementation of NMCAN's systems change agenda, with a particular focus on engaging young people who have been impacted by foster care, juvenile justice, and/or homelessness, and cultivating relationships with community stakeholders. The Policy and Advocacy Coordinator will work closely with NMCAN staff to assist in the overall coordination of services and opportunities to ensure adherence to the organization mission and values of authentic youth engagement, building community, equitable practices that promote race equity, diversity and inclusion, and strengths-based practice.

Major Responsibilities & Duties

The Policy and Advocacy Coordinator works closely with NMCAN staff to collectively support young people, volunteers, and community partners and works to:

- Build relationships with young people in the NMCAN community.
- Engage young people to participate in opportunities and programming related to NMCAN's systems change work, including coordinating communication, attendance, and support of young people in policy spaces.
- Train young people on various topics, including preparation for external opportunities (i.e., legislative and systems advocacy, leadership development, etc.).
- Support young people to prepare for and while they advocate to ensure that the unique needs of young people are a priority for the systems designed to support them and in the broader community.
- Provide leadership support, guidance, and coaching to young people engaged in opportunities and programming, including emotional and moral support, and providing transportation as needed.
- Foster skill building among young people, particularly around communication, navigating professional spaces, critical thinking, identity development, advocacy, and social capital/community building.



- Conduct outreach to recruit young people with lived experience in foster care, juvenile justice, or who are experiencing homelessness to engage with NMCAN.
- Oversee referral and initial engagement process including coordinating and conducting information sessions and intake with young people.
- Regularly communicate and meet with the Leadership Enrichment Team, Advancement Team, and Policy and Advocacy Team to ensure the engagement of young people in NMCAN's systems change work.
- Support the Director of Policy and Advocacy to analyze and monitor relevant legislation, policies, committee activities, reports, and studies.
- Work with the Director of Policy and Advocacy to develop and implement advocacy strategies.
- Cultivate relationships with policy makers and community stakeholders to drive NMCAN's policy blueprints and systems change priorities.
- Serve as an advocate in the community to ensure that the needs of young people transitioning to adulthood are a priority in the systems designed to support them and the broader community.
- Represent NMCAN and our policy issues in meetings and other public events, including preparing and delivering testimony at administrative and legislative administrative hearings.
- Provide ongoing input, information, and materials (as requested) that support internal and external communication efforts about opportunities and programming, including assisting in the creation of materials and social media posts related to NMCAN's systems change work.
- Participate in the continuous quality improvement and data-driven decision-making processes to assess efficacy of programming and drive programmatic refinements.
- Adhere to data collection requirements.
- Provide ancillary support for other NMCAN projects by coordinating with and supporting colleagues as needed or requested.
- Other duties as assigned.

Minimum Qualifications and Experience

At least two years of directly-related experience working with young people and one year of professional experience in policy, advocacy, research, and/or political representation. An equivalent combination of education and/or experience may be substituted, if it directly relates to the position's major responsibilities and duties. Preference will be given to candidates with a working knowledge of community organizing, as well as experience working with youth transitioning from foster care or juvenile justice systems or who have experienced homelessness. A strong desire to engage in the difficult and transformative work of challenging systems of oppression, institutional and structural racism, and implicit bias is required. A bachelor's degree in a relevant field is a plus but not required.

Communication

- Strong desire and ability to work with youth ages 14 to 26 from diverse racial, ethnic, socioeconomic, and gender communities
- Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds
- Strong analytical writing skills and oral communication skills
- Ability to develop and conduct presentations and training sessions
- Ability to have authentic and courageous conversations with young people about their lived experiences and their goals
- Desire to educate the community about the unique issues facing young people transitioning from foster care, juvenile justice, and homelessness



Commitment to Service

- Ability to build and sustain authentic relationships with racial, socio-economic, and gender diverse communities of young people
- Understanding of the concepts of institutional and structural racism and bias; and a genuine commitment to equity and inclusion
- Enthusiastic and positive attitude about changing systems and community perspectives
- Ability and willingness to work flexible hours, including nights and weekends to accommodate young peoples' schedules and the realities of policy work

Professionalism

- Organized and motivated, capable of managing deadlines and fluctuating priorities for an array of projects in a fast-paced environment, while maintaining attention to detail Ability to work well independently and in collaboration with a highly integrated and diverse team, community partners, and other stakeholders
- Desire and ability to work in a fast-paced environment the responds to the New Mexico political landscape
- Understanding of the importance of being thoughtful when working with young people and ability to take the time to be purposeful in the work
- Demonstrated ability to solve problems and manage conflict
- Ability to think and plan strategically and innovatively while prioritizing and effectively managing diverse projects
- Willingness to have authentic and courageous conversations internally with colleagues and externally with allies to enact systems change
- Capacity and willingness to self-reflect

Skills

- Ability to work remotely and/or in an alternative workplace
- Knowledge of Microsoft Office applications
- Comfortable with Google Suite
- Comfortable hosting and attending virtual meetings
- Familiarity and willingness to utilize social media

Other

- A valid New Mexico driver's license, car insurance, and car registration are required
- Covid-19 vaccine is required of all staff
- This position is required to undergo an employment background check at the time of hire. Findings do not categorically disqualify a candidate.

To apply, please email a cover letter and resume to apply@nmcan.org. The cover letter should highlight why you are interested in the position and what makes you a strong candidate.