Position: Education & Advocacy Coordinator
Location: Atlanta, Ga
Status: Full Time Exempt
Salary Range: $50,000-55,000 (depending on experience)

Position Summary: The Education and Advocacy Coordinator (EAC) will employ organizing and media skills with policy and advocacy experience to coordinate GLAHR Action Network (GAN), on civic engagement, policy and advocacy outreach and education efforts. The EAC will help promote GAN framework among its membership, sister organizations and communicate who we are and what we do to the larger social justice community.

The Education and Advocacy Coordinator is a key organizational representative, among those who represent GAN amongst our membership and the public

- **Education & Advocacy Coordinator Job Duties and Responsibilities:**

  - *Approximately 50% of the EAC's time will be spent on the Policy Trainings and learnings.*

- **Duties in this area will include:**
  - If necessary, will coordinate and travel to different locations throughout the state and United States for previous commitments with organizations and individuals
  - Work with the GAN training team to continue development of the GAN Training Program
  - Prepare and present workshops and educational sessions on the policy and advocacy framework for staff, members, conferences, meetings, and other events

- *Approximately 50% of the EAC's time will be spent on writing and research towards the further development of the education and advocacy policy.*

- **Key duties in this area will include:**
  - Identifying and researching issues and topics of relevance to the GAN
  - Draft talking points, fact sheets and other written materials for distribution to members, media, and legislators on local, regional and national levels.

- **Education & Advocacy Coordinator Requirements and Qualifications:** The ideal candidate will be a strategic thinker with significant training, research and facilitation experience. As well as media, advocacy and policy experience. Candidate must possess excellent oral and written communications skills in English, proven initiative and follow-through, the ability to work quickly and well under pressure in diverse professional environment, and a commitment to human rights and social justice.

- **Bilingual capability is a plus (Spanish/English).** Knowledge of popular educational theories and methods is also desired.

  - Knowledge of and experience working with the social justice framework required.
  - Minimum of three years organizational and/or program development, including facilitation and training experience required.
  - Minimum of three years' non-profit organization experience required.
  - Minimum of three experiences working with the media and/or developing media strategies.
  - Excellent written and verbal communication skills required.
  - Proficiency in Microsoft Office programs (Word, Excel, Access, PowerPoint, Publisher).
  - Experience developing and delivering public presentations.
  - Experience in community organizing, legislative or public policy preferred.
  - Demonstrated commitment to working for racial, gender and environmental justice, as well as the rights of people with disabilities, youth, and elderly.
  - Demonstrated level of community involvement preferred.
  - Ability to work cooperatively and in a team environment with peers and superiors.
  - Travel requires approximately 10% of the time.

How to Apply: Please,

- A letter of interest.
- Your resume.
- A minimum of three references; and
- A brief writing sample.

To Apply

Send your resume, a cover letter, and three references via email to info@glahr.org. Use the subject line: "Education and Advocacy Coordinator Application – [Last, First Name]". Please include your pronouns and direct contact information in the body of the email.