



Job Description: Policy Advocate (Federal Child Nutrition Programs)

Application open until filled; priority review starts Nov 21, 2022

About You

You have a deep commitment to eliminate hunger in Oregon and a passion for social, racial, and economic justice. You believe organizing communities most impacted by hunger for policy change is the best way to equitably increase community members' access to food. You trust that communities know what they need to thrive.

You bring experience and expertise to analyze and advocate for changes to federal child nutrition programs and other anti-poverty programs. You are a skilled negotiator: You can interpret data, make a strong case for policy change, and you know which details are the most important to pay attention to. You move skillfully from reading issue briefs to participating in community meetings. You relish working collaboratively and collectively, building consensus and building power.

About The Position

The Policy Advocate position develops equity-informed anti-hunger policies and facilitates development of strategy for Hunger-Free Oregon issue campaigns, with a focus on the Federal Child Nutrition Programs (CNPs). This position will work alongside a Co-Policy Advocate to share workload, complement each other's areas of experience and expertise, and focus on individual portfolios and priorities.

Responsibilities by area:

Policy Development

1. Work closely with other staff to develop equity-informed anti-hunger policies for Hunger-Free Oregon campaigns based on community input, evidence, data, and equity principles, that are in alignment with our mission and strategic plan.
2. Evaluate existing or proposed legislation at the state and federal level, regulations, policies and practices to develop strategies to defend, improve and expand state and federal nutrition program's positive impacts.
3. Draft and advocate for federal, state and/or local legislation, regulations, and other policies intended to expand participation in the federal nutrition and other anti-poverty programs.
4. Draft relevant advocacy materials for action alerts and/or campaign communications.
5. Collaborate with coalitions, organizational partners, elected officials, and others on policy priorities.
6. Synthesize research and data for policy change with Research and Data staff.

Child Nutrition Program Analysis and Community Education

1. Monitor state and federal program changes to CNPs and other anti-poverty programs.
2. Advocate collaboratively with other organizations to hold policy makers and state and federal agencies accountable to needed administrative and program changes.

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3. Analyze national, state, and local CNP participation data and other program indicators.
 4. Make recommendations for policy changes to CNP and help set Hunger-Free Oregon's CNP policy priorities.
 5. Write accurate and accessible information on benefit programs, outreach materials, and reports, and provide guidance on HFO's external communications.
 6. Provide appropriate information to community-based organizations regarding ways to strengthen CNPs.

Project Management

1. Facilitate the development of strategy and steward projects for Hunger-Free Oregon's initiatives, including the integrated policy development, lobbying, communications and organizing strategies to achieve the desired outcomes.
2. Respond to emergent partnership and outreach opportunities by helping design, execute and evaluate projects to expand access to CNPs or other programs.
3. Provide support and coaching to team members on policy development as necessary within assigned projects and initiatives.
4. Support project management, communications, budgeting and fundraising for the success of campaigns.

General Team Support

1. Participate as a staff member in democratic functioning of the organization including but not limited to: collaborative budgeting; administrative tasks such as taking minutes or scheduling meetings; providing support in grants and contract writing and reporting; supporting strategic planning; stewarding and participating on all staff project teams; and evaluating and voting on decisions that impact all staff.

This list of responsibilities is not exhaustive and other duties may emerge over time.

Preferred Experience

The successful candidate will bring a strong equity lens to this work along with a deep commitment to, and passion for, social and food justice. This candidate will have:

- Two years experience advocating for equity-informed policy change through with proven success in developing and winning advocacy campaigns
- Ability to operationalize vision, think strategically, creatively problem solve, exercise good judgment, and lead change
- Knowledge of movement building and of approaches to make policy change through community power
- Strong communication skills in research, analysis, writing and presentation; ability to translate complicated policy concepts to clear and accessible information
- Ability to work effectively with government officials and elected leaders in complex, political situations in a way that centers those with lived experience of hunger and poverty.
- Ability to manage multiple projects simultaneously in a fast-paced environment with little direct supervision, pay attention to the details, be vigilant about tracking goal progress, and meet deadlines is a high priority for this position.

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- Personal lived-experience of systemic hunger and poverty and/or its root causes (such as racism, anti-Blackness, xenophobia, transphobia, Islamophobia, sexism, heterosexism, cis-sexism, ableism, ageism, anti-fatness, ethnocentrism, and/or classism or other systems of oppression).

Organizational Restructuring

Hunger-Free Oregon is actively redesigning our internal structure as part of a multi-year commitment to rooting out and transforming the white supremacist patterning that is prevalent in both the nonprofit industrial complex and within this organization. The restructuring process began at the urging of past and current staff and board members of color who have been harmed by our organizational structure and culture.

Below are some of the changes that we have already instituted or are currently in process:

- Leadership Structure: We have a new organizational structure of Circles in which no one person or group holds all the power or decisions. In the next year, we will be working collaboratively to hire co-executive directors.
- Culture: We practice a culture of accountability and care, including affinity spaces, accountability buddies, and offering support of external mediators when needed.
- Democratic decision-making: We have been practicing consensus-based, democratic decision making for nearly two years.
- Compensation: We implemented a transparent and equitable compensation policy that is in alignment with our values.

We are seeking a team member who will be committed to engaging in this work in the spirit of collectivism, and who can be flexible as we evolve together.

Benefits and Schedule:

- Full-time, exempt, with full benefits and work schedule flexibility. PHFO strives to develop workloads assuming capacity of 36 hours a week and is experimenting with, evaluating, and exploring moving to a 32hr work week in the future.
- \$62,000-67,000/yr. (DOE) (bi-weekly pay periods), annual opportunity for cost of living adjustment and merit-based pay increases. Salary offer will be confirmed by an equity assessment.
- Generous benefits including health, dental, and vision insurance; up to 3% matched retirement (IRA); 12 weeks paid family/medical leave; health & dependent care flexible spending account availability; Professional Development fund. Paid time off includes 3 weeks of vacation with annual increase; 2 weeks of sick time; 12+ holidays; Office closes one week in the winter and one week in the summer for all-staff breaks.

Physical Demands and Work Environment:

Frequently required to perform job duties outside of the office and occasionally outside of 9-5 office hours. Position requires ability to travel to communities across Oregon, occasionally to locations not accessible by public transit. This position requires the ability to operate typical office equipment such as phones, computers and printers and to remain stationary at a desk for extended periods of time. We recognize that the physical demands listed here may present a

barrier to some folks, therefore, we encourage all interested applicants to apply and to contact us at recruitment@oregonhunger.org to discuss any accommodation needs. We welcome applications from individuals with disabilities and will make reasonable accommodations for applicants and employees.

During the COVID-19 pandemic, staff have the option to work in the office, but currently working from home is the default status. When in the office staff are following Covid protocols and supplies and systems are in place to provide a safe working space. We encourage and support staff to be fully vaccinated against Covid.

How to Apply

Submit a (1) resume and (2) cover letter to recruitment@oregonhunger.org with "Policy Advocate" in the subject line.

In your cover letter, please speak how our organizational values are reflected in your life, work experience and approach to advocacy. Our [organizational values](#) are 1) lived experiences, 2) building power, 3) challenging power, 4) accountability and 5) social, racial, and economic justice.

Equal Opportunity and Non-Discrimination Statement

Partners for a Hunger Free Oregon is committed to equity, diversity and inclusion in our hiring, job advancement, internal operations and when considering the impacts of our work. People of color, from diverse communities, and/or people who bring personal experience of poverty are strongly encouraged to apply. We do not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, mental or physical disability, age, marital status, military or veteran status, national origin, ancestry, ethnicity, or any other legally protected class.

Studies have shown that women, trans, non-binary, and Black, Indigenous, and people of color (BIPOC) are less likely to apply for jobs unless they believe they meet every qualification. We are committed to building a diverse and inclusive organization and encourage you to apply, even if you don't believe you meet every qualification or if you require a reasonable accommodation to apply for or perform job duties.

About Partners for a Hunger Free Oregon

Hunger-Free Oregon is a statewide anti-poverty advocacy organization with a small staff of ten. We understand that leadership comes from those with lived experience and that hunger and poverty do not exist on their own, but rather a result of overlapping systems of oppression that create layers of privilege and inequity.

Values Statement: We listen closely to and raise up the lived experiences of people who directly experience hunger and poverty. Our communities are resilient and know what we need to thrive: We are committed to building power in our communities and working collectively to challenge oppression and dismantle white supremacy. We hold ourselves accountable to learning, growing, and improving our efforts to dismantle the systems of inequity and oppression that lead to hunger and poverty and ultimately achieve social, racial, and economic justice for all.