

Position Title: Advocacy Coordinator

Date Revised: Aug. 2022

Reports To: President/CEO; 1 month provisional employment period, followed by 3-month evaluation

Supervises: O'Neill Non-Profit Corps Advocacy Fellow (2-year term), Advocacy Interns (6-month to 1-year term)

Status: Full Time, salaried at 32 to 40 hours/week

Salary: \$35,000-\$38,000

Benefits: Group plan health, dental, vision, Short-Term Disability (STD) and Long-Term Disability (LTD) insurance, employer pays majority of employee premium

PTO: MHC has an unlimited paid time off policy available to employees after 60 days employment, with a required minimum of 2 weeks PTO taken annually per employee

Job Objective: The Advocacy Coordinator manages and facilitates all Mother Hubbard's Cupboard (MHC) Advocacy Programming with a focus on community building & skill-sharing, facilitating opportunities for MHC patrons to engage in advocacy work, and connecting with community partners to move in collective action.

The Hub is working to create a more accessible and inclusive organization by committing to review our programming, policies, and onboarding processes through the lens of Diversity, Equity, and Inclusion. In this role, we have an expectation that our advocacy coordinator will work alongside these efforts to ensure we are providing a space for their professional development while also ensuring their work with surrounding communities creates a safe and fair experience.

Mother Hubbard's Cupboard, often called the Hub, is a community food resource center that works to increase access to healthy food for all people in need, in ways that cultivate dignity, self-sufficiency, and community. Built into that mission is the understanding that access must include not only the physical availability of food, but also the ability to purchase, grow, cook, and enjoy it, as well as the power to make decisions about it. MHC's Advocacy Coordinator focuses on making MHC's vision of community food access a reality through building collective power with MHC patrons, facilitating education and advocacy opportunities, and engaging in shared work with value-sharing organizations.

Position Requirements

- Strong belief in the [values, vision, and mission of MHC](#)
- Understanding of the root causes of hunger (poverty, racism, systems of oppression)
- One or a combination of any of the following: two years of work experience in a related area, degree in a relevant field with one year work experience, or lived experience of food insecurity
- Ability to maintain ongoing, meaningful relationships and be in consistent communication with patrons, community members, and fellow organizations
- Excitement about working in partnership with MHC patrons, fellow staff, and community partners
- Commitment to continued learning and fostering growth in yourself and others
- Willingness to move through conflict, challenging conversations, and differences of opinion
- Proof of Covid-19 Vaccination, and boosters as necessary

Preferred Skills

- Experience facilitating groups with different experiences and backgrounds
- Computer skills: Microsoft Office (Word, Excel, Powerpoint), email, Google Suite (Docs, Slides, Drive)
- Bilingual or conversational fluency in Spanish and English

Essential Duties and Responsibilities

- Advocacy Programming
 - Plan, promote and facilitate monthly Hub Dinners with and for community members
 - Identify and engage in advocacy opportunities for MHC as an organization
 - Manage biannual MHC voter registration efforts
 - Coordinate weekly pantry advocacy tabling ("Coffee Talks")
 - Coordinate monthly Hub Lunches in partnership with other staff members
 - Build relationships with MHC patrons & community members
 - Manage community partnerships as needed to support MHC advocacy work

- Maintain community resource information for MHC patrons (i.e. social safety net programs, other community organizations & non-profits, etc)
- Manage communications about advocacy programming & opportunities
 - Online, social media, monthly advocacy e-newsletter & in-pantry
- Work one shift in the pantry each week
- Administrative
 - Weekly staff meeting
 - Weekly check-in meeting with MHC CEO
 - Ongoing supervision & weekly check-ins with Advocacy Fellow and/or Advocacy Interns
 - Participate in MHC fundraisers and special events as needed

MHC is a [values](#)-based organization: we try to move and make decisions in alignment with our organizational values to the best of our ability, within the many deeply flawed systems surrounding us. We are committed to fostering a just food system rooted in equity, collaboration, and trust. As an equal opportunity employer, MHC recognizes the value of lived experience, prioritizing the skills and leadership of people from diverse backgrounds. People of color, working-class people, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply.

MHC is committed to cultivating an accessible workplace environment and is flexible in meeting applicants' needs throughout the hiring process. If you need accommodations to navigate the application and interview process or support completing an application, please contact Megan Betz (ceo@mhcfodpantry.org) or at (812) 339-5887.

We will be accepting applications through June, and we will begin contacting individuals to schedule interviews in July to schedule interviews. Applicants selected for an interview will be contacted for scheduling and will be provided interview questions in advance. We aim to have an Advocacy Coordinator in place in mid-August. All applicants will receive notification when the position has been filled.

To apply, please submit one of the following:

- a resume and letter of motivation,
- a video or audio recording, or
- the online form found here: <https://forms.gle/8gfgQwd2SFamktLQ9>

In your application materials, please address the following:

- how you are defining “food justice” in the current social climate,
- how you are defining “advocacy” and what impact it has on society, and
- the skills, experience, and interests that have prepared you for the Advocacy Coordinator position.

We recognize that the skills preparing you for this position will come from a range of opportunities and experiences. Your resume is welcome to include paid and unpaid work experience, service, volunteerism, and community organizing that relates to your ability to be successful in this position.

Paper applications available upon request. Materials can be submitted to Megan Betz (ceo@mhcfodpantry.org).