



## Advocacy and Outreach Coordinator Job Description

**Job Title:** Advocacy and Outreach Coordinator

**Reports To:** Executive Director

**FL.SA Status:** Exempt

**Hours:** Full time. Flexible schedule. Occasional evenings and weekends.

**Compensation:** \$45,000 - \$50,000 with benefits.

### **Summary:**

Housing Opportunities Made Equal of Greater Cincinnati (HOME) seeks an Advocacy and Outreach Coordinator to promote fair and equitable housing advocacy and broader community engagement. This position is responsible for policy and advocacy, overseeing outreach strategies to increase reach of HOME, and working to realize HOME's overall mission of thriving, integrated communities. The successful candidate will have strong qualifications and be able to demonstrate a compelling commitment to Fair Housing, Civil Rights, client services, community engagement, social justice advocacy and/or related community development matters.

### **Duties and Responsibilities:**

1. Conduct research and analysis of public and private policies and practices impact on housing access in the Greater Cincinnati area. Regularly submit reports.
2. Assist in strengthening strategic relationships that advance equitable housing policy.
3. Review local media and other data sources on housing and community development issues in order to identify emerging housing trends.
4. Assist with developing policy priorities and advocacy strategies at the local, state, and federal levels.
5. Lead development of outreach materials including brochures, flyers, PSAs, social media posts, podcast, website updates, press releases, reports and other materials as necessary.
6. Create and implement a social media plan that includes regularly scheduled posts, ad buys and content creation.
7. Work with local media outlets to create and purchase advertisements regarding HOME's services.
8. Assist with coordinating and conducting in-person and virtual fair housing trainings and outreach events for public and private audiences.
9. Regularly attend local and national partner meetings, events, community fairs to network and represent HOME.
10. Work with the fair housing enforcement team in the research and development of systemic housing investigations.
11. Performs other job-related duties as assigned.

### **Qualifications**

- Bachelor's level degree or equivalent experience in policy, communications, social work, community development, housing industry or related field. Advance degree and/or significant professional experience a plus.
- Dynamic and effective public speaking skills for small and large groups.
- Strong interpersonal, verbal communication, and writing skills.
- Experience with social media, graphic design, content creation, audio/video editing preferred.
- Ability to effectively communicate with wide range of stakeholders, including community residents, elected officials, other stakeholders from a variety of backgrounds.
- Strong project management skills including time management, planning, and grant reporting.

- Must have a strong understanding of local housing issues in frontline & marginalized communities.
- Strong commitment to Fair Housing, civil rights, diversity, inclusion and equity standards.
- Proficiency in MS Office including Word, MS Mail/Exchange, Excel, PowerPoint, and the Internet.
- Must be able to regularly travel to locations around the Greater Cincinnati area (Hamilton, Butler, Clermont Counties).
- Must possess and maintain a valid driver's license and car insurance.
- Must be available evenings and weekends as required for meetings and events.

### **Additional Required Skills and Abilities**

**Language Skills.** Ability to read, analyze and interpret common financial reports, legal documents or technical journals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability.** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills.** To perform this job successfully, an individual should have basic office computer skills.

**Physical Demands.** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms. Specific vision abilities required by this job include close vision.

**Work Environment.** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Equal Opportunity Employer:** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability or veteran status. HOME supports affirmative action and is an equal opportunity employer.

**Salary and Benefits:** \$50,000, depending on experience. HOME provides health, vision and supplemental insurance, retirement benefit match, paid holidays, vacation, and personal leave.

**How to apply:** Please send a detailed resume, cover letter, and a writing sample. Submit materials to Elisabeth Risch, Executive Director, at [Elisabeth.Risch@homecincy.org](mailto:Elisabeth.Risch@homecincy.org) and include "Advocacy and Outreach Coordinator" in the subject line. No phone calls. Applications will be accepted on a rolling basis until position is filled.