



Position Announcement

Advocacy Coordinator

August 2010

Position: Advocacy Coordinator

Position Type: Part time

Areas of focus: Adolescent sexual health, grassroots organizing, youth adult partnerships, and policy

Location: Chicago, IL

Reports to: Director of Legislative Affairs

Application Deadline: October 1, 2010

The Illinois Caucus for Adolescent Health (ICAH) is looking for an innovative team player to coordinate the 3-year old Illinois Youth Policy Council (IYPC) and to implement components of ICAH's Sex Education Initiative (SEI). The ideal candidate must have passion and experience working with young people, an interest in the Reproductive Justice movement, and desire to use grassroots, political organizing and civic engagement as a tool to create social change. The candidate also must be self-sufficient, organized, computer literate and have a positive attitude.

Description of Organization: Working in partnership with youth, the Illinois Caucus for Adolescent Health's (ICAH) mission is to promote sound policies and practices that promote a positive approach to adolescent sexual health and parenting. ICAH's mission is based on the belief that reproductive freedom for adolescents must encompass the freedom to prevent pregnancy through honest information and contraception, the freedom to terminate a pregnancy, and the freedom to bring a pregnancy to term and parent. Our strategies towards are mission are policy analysis and development, youth leadership development, advocacy, and training of youth and adults. In all of our work, ICAH focuses on marginalized youth populations including immigrant youth, youth of color, low-income, LGBTQ, and pregnant and parenting youth. With a small but diverse staff of 10, ICAH maximizes impact by participating in partnerships and collaborative efforts. ICAH is an equal opportunity employer and values diversity in all its definitions. ICAH's focuses on 3 initiatives, which include: (1) Sexual Health Care Access Initiative targeted to improve adolescents' access to teen-friendly sexual health care, such as condom access and youth-friendly clinical services; (2) Pregnant and Parenting Youth Initiative to create policies that will provide on-site support services to increase the chances of pregnant and parenting youth to complete high school; and (3) local organizing to create school board policy change, development of an adolescent sexual health delivery system of services and education, and legislative improvements at the local, state, and federal level.

Description of Position:

The Advocacy Coordinator will be responsible for the organizations advocacy efforts pertaining to ICAH's 3 initiatives. Currently, this includes coordinating the Illinois Youth Policy organizing efforts to impact sexual health education legislature, elimination of state and federal funding for abstinence-only programs in Illinois, improve Illinois School Code around sexual health education, and secure state funding for sexual health education programs in Illinois.

Essential duties and responsibilities:

- Coordinate, facilitate and maintain IYPC
- Develop systems of sustainability for IYPC
- Assist IYPC members to civically engaging their communities around sexual health legislation
- Develop and execute civic engagement plan
- Complete required reports
- Provide leadership, support, guidance and technical assistance to IYPC and their communities
- Co-Organize and attend aldermanic meetings with YPA and PPY advocate
- Update and implement IYPC political education training curriculum
- Coordinate events and activities associated with the IYPC
- Participate in local and statewide speaking engagements

- Work in partnership with ICAH's Legislative Advocacy Department to carry out other IYPC and SEI activities
- Develop strategic plans associated with the IYPC and SEI
- Develop and provide trainings to IYPC members on an as needed bases

Position Qualifications:

Education

- At least a high school degree

Experience

- 1-2 years experience working with youth, grassroots/political organizing and advocacy

Knowledge, skills and abilities

- Knowledge about young parents, sexual health education, adolescent sexual health care access and resources
- Sufficient experience and passion for working with youth (high school and college age)
- Sufficient experience with carrying out statewide initiatives
- Experience in organizing youth
- Experience in legislative advocacy work
- Experience in legislative strategic planning
- Experience and ability to plan organizational events and activities
- Experience and comfort with facilitating trainings to youth
- Comfort and ability to work with youth around legislature
- Comfort with and enthusiasm for statewide and national travel
- Comfort and experience with being a self-starter
- Ability to and comfort with working within a team setting
- Ability to thrive in a high-paced social change environment
- Ability to self-initiate projects and achieve tangible results
- Ability to work independently and in a team setting
- Ability to problem solve and be solution oriented
- Ability to be flexible
- Ability to maintain a positive attitude

Proficiency in the use of computers for

- Word processing
- Database management
- Excel
- Internet
- Social networking (mySpace, Facebook, etc.)
- Digital still and video camera

Personal Characteristics

Staff should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.

- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities; develop independent work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Working Conditions

- Staff usually works in an office environment but the purpose of the project may sometimes take them to non-standard workplaces.
- Staff works a standard workweek but may be required to work some evenings and weekends.

To Apply:

Qualified candidates please send cover letter, resume, and 3 references to Zahra Alabanza, Associate Director at zahra@icah.org or via mail to: Zahra Alabanza, Illinois Caucus for Adolescent Health, 226 S. Wabash Ave. Suite 900, Chicago, Illinois 60604.