

## Ohio Association of Foodbanks

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| <b>Location:</b>   | 100 East Broad Street, Suite 501, Columbus, OH 43215         |  |   |
| <b>Job Title:</b>  | Advocacy and Administrative Coordinator                      |  |   |
| <b>Reports to:</b>   | Joree Novotny  | <b>Title:</b>  | Director of External Affairs  |
| <b>Starting Salary:</b>  | Pay Grade 4<br><input checked="" type="checkbox"/> Full-time | <b>Type of position:</b> Mid-level<br><input type="checkbox"/> Part-time | Hours: 40 / week<br><input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt |
| <b>Position Overview</b>   |  |  |   |
| This full-time position will focus on assisting the executive director and director of external affairs in public policy advocacy and government relations activities, including coordinating and supporting activities throughout the Ohio Association of Foodbanks network. The position will also provide general administrative support to the executive director and for emerging programs/projects.  |  |  |   |
| <b>Essential Job Functions</b>   |  |  |   |
| <ul style="list-style-type: none"> <li>• Monitor federal and state public policy related directly or indirectly to issues such as food security, nutrition, and/or poverty. Provide timely assessments of bills introduced, administrative actions under consideration, hearings held, etc. to assist in coordinating appropriate responses through strategies such as testimony, public statement, legislative meetings, social media, earned media outreach, and grassroots advocacy.</li> <li>• Assist the director of external affairs in providing timely, relevant, and concise updates, information, and action items to the Ohio Association of Foodbanks network and partners. Track network advocacy activities and engagements. Provide one-on-one training, consultation, customized materials, and other support to emerging advocates within the network.</li> <li>• Research and deploy strategies for enhancing grassroots advocacy participation, particularly within local hunger relief agencies and among food insecure individuals. Manage text/call and email-based advocacy engagement through Phone2Action platform.</li> <li>• Assist with coordinating special advocacy events and engagements, such as congressional or statehouse lobby days, in-district site visits, public policy roundtables, campaigns, and livestreams and press events. Prepare leave-behinds, coordinate meeting schedules, draft template testimony or public comments for members/partners, and provide other administrative and event-planning support.</li> <li>• Participate in state and national advocacy coalitions and other work groups, such as the Center on Budget and Policy Priorities SNAP Advocates, Advocates for Ohio's Future, Feeding America government relations and state association meetings, and others.</li> <li>• Track and document advocacy engagements and activities and provide quantitative and qualitative metrics and narratives for grant reporting, stakeholder briefings, and other collateral.</li> <li>• Provide general support for other emerging programs and projects, such as support for Hunger and Health initiatives across the network and with statewide stakeholders, ongoing assessment of the impact of COVID-19 and related programs and waivers, etc. Remain flexible and willing to adapt to changing policy and program landscapes.</li> <li>• Provide general administrative support to the executive director and/or office as needed, such as: <ul style="list-style-type: none"> <li>◦ Note-taking for meetings, preparing staff meeting content/agendas, promoting actionable and productive meeting culture.</li> <li>◦ Identifying and disseminating information about professional development opportunities.</li> <li>◦ Assisting in timely follow-up to staff inquiries, promoting cross-departmental coordination and communication, and demonstrating willingness to support other emerging office and administrative support needs.</li> </ul> </li> <li>• Attends work regularly and on time, as attendance and punctuality are essential functions for this position.</li> </ul> |  |  |   |
| <b>Other Duties and Responsibilities</b>   |  |  |   |
| <ul style="list-style-type: none"> <li>• Acts as an engaged member of the association staff.</li> <li>• Researches new initiatives and best practices within other states for potential adaptation/replication.</li> <li>• Assists with identifying emerging needs and trends within the Ohio Association of Foodbanks network.</li> <li>• Assists the Executive Director and/or Director of External Affairs with other activities as requested.</li> <li>• Other duties as assigned.</li> </ul>  |  |  |   |
| <b>Required Qualifications and Competencies</b>  |  |  |   |
| <ul style="list-style-type: none"> <li>• Bachelor's degree OR equivalent experience in nonprofit or government, college degree preferred.</li> <li>• At least 1 year of government affairs experience (such as legislative roles, community organizing, or nonprofit advocacy) required.</li> <li>• At least 1 year of experience in hunger, health and human services, poverty, or adjacent issues preferred.</li> <li>• Demonstrated interest/experience in working with low-income communities and/or racially, culturally, and ethnically diverse communities.</li> <li>• A demonstrated commitment to high professional ethical standards.</li> <li>• Excellent computer skills and proficiency in Microsoft products and web-based software.</li> <li>• Excellent communication skills, both verbal and written.</li> <li>• Excellent interpersonal skills, and high comfort level working in diverse environments, inclusive of business and government.</li> <li>• Strong attention to detail and organizational skills.</li> <li>• Ability to work cooperatively in a team environment and take a leadership role when required.</li> <li>• Must have a valid Ohio driver's license, state-required minimum insurance, reliable transportation and ability to travel to work sites within and outside of Ohio as needed.</li> <li>• Willingness to work flexible hours including early mornings, late evenings and weekends as needed.</li> <li>• Must be able to remain in a stationary position for extended periods of time.</li> <li>• Position occasionally requires lifting and moving up to 50lbs.</li> </ul>  |  |  |   |
| <p><i>This job description reflects management's assignment of essential functions and other duties and responsibilities; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.</i></p>   |  |  |   |