



CALIFORNIA CATHOLIC CONFERENCE JOB DESCRIPTION

POSITION TITLE: Associate for Advocacy & Education
INCUMBENT:
REPORTS TO: Steve Pehanich
FLSA STATUS: Exempt
DATE: 2011

POSITION SUMMARY:

Assist in the coordination of all aspects of the Catholic Legislative Network – the email advocacy program of the California Catholic Conference of Bishops. This position plays a key part in the continued growth of the CCC’s website, its social media presence its Catholic Social Teaching resources, and grassroots advocacy Network.

DUTIES:

1. **Writing** **30 %**
 - Produce and assist in the production of written material for website and the Catholic Legislative Network, including e-newsletter items (weekly) and feature stories.
 - Work with staff lobbyists to forecast trends and needed material to support their advocacy efforts.

2. **Advocacy** **20%**
 - Coordinate with lobbyists the most opportune time for Alerts and other material for distribution to the Network.
 - Assist lobbyists in the writing of Network material, including fact checking, research and linkages.
 - Track advocacy results and work with lobbyists to determine follow-up efforts, especially reporting back to Network members and elected officials on the results of their action.

3. **Web Page, CapWiz** **40%**
 - Assist in the design and production of the website, including art, text, polls, blogs, and video.
 - Upload material to the web, including Insights, both Spanish and English, on a weekly basis.
 - Assist in management of social media programs, video and mobile platforms.
 - Coordinate translations of web material.
 - Assist in research and implementation of new web features.
 - Assist the director in organizing the Website Editorial Board.

- Assist the director with coordination of bloggers, freelancers and other contributors.
- Responsible for CapWiz database integrity and accuracy, including development of special target lists using the systems available resources.
- Analyze and research “bugs” in the system.
- Help with the timing of Alerts. Enter them onto CapWiz and schedule for delivery.
- Download and analyze reports from CapWiz to be used for continuous improvement of the Network’s effectiveness.

4. Other Responsibilities which may be assigned

10 %

- Supervise all clerical needs related to Life & Dignity Sunday.
- Assist with special projects and committees for the Conference as required.
- Responsible for any communication from the director – letters, parish kits, etc.
- Incumbent is to stay current on the latest technologies which may be instrumental in promoting the Catholic social justice message.

QUALIFICATIONS:

- A bachelor’s degree in political science, public policy, journalism, or related field.
- Strong understanding of Catholic social teaching and the moral and ethical elements of public policy decision-making.
- Demonstrated competency in business English including vocabulary, spelling and correct grammatical usage and punctuation.
- Experience in production of advocacy letters, newsletter items and web features.
- Ability to write in conversational Spanish is a major plus.
- Basic knowledge of the legislative process at the state level.
- Experience in website development and management, including social media, video and mobile platforms.
- Experience in grassroots mobilization, government relations, public policy, issue/campaign administration, or related field.
- Expertise in web page design, Excel spreadsheet and ability to master a custom Content Management System.
- Solid understanding of data base concepts.
- Pastoral experience at the parish, diocesan or national level.
- Working knowledge of general office equipment including telephones, fax machines, mail machines, copiers, printers, voice mail and e-mail.
- Ability to organize time effectively and manage multiple projects while meeting deadlines.
- Ability to work independently.
- Valid California driver’s license.

PHYSICAL REQUIREMENTS:

Employee may experience the following physical demands for extended period of time:

- Sitting, standing and walking
- Keyboarding
- Frequently required to use hands for all types of office machines and tools
- May lift or move boxes

WORK ENVIRONMENT:

Work is performed in a business office environment. Travel by car and/or plane to meeting locations for education or to assist with CCC meetings and trainings.