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## JOB DESCRIPTION

**The Latino Action Network Foundation seeks a Policy Director to support our policy initiatives and statements.** Founded in 2010, the *Latino Action Network Foundation (LANF)* was established as a 501c(3) charitable organization with the goal of uniting New Jersey's diverse Latino communities and advancing our economic and social empowerment. LAN-F was organized to research the issues impacting Latino communities, develop policy proposals to address those issues, and conduct outreach to our communities in need, including lower-income and immigrant families. LAN-F is deeply committed to a just society for everyone and opposes all forms of discrimination including that based on race, ethnicity, gender, religion, class, disability, or sexual orientation. Research, policy, and outreach work will focus on civil rights, immigration, education, health and human services, and economic development.

The Policy Director would oversee the administration of the day-to-day operations for the development and planning of LANF's policy initiatives and policy statements. The Policy Director will be responsible for issuing statements, including at hearings, organizing activities, actively participating and contributing to coalition groups, and supporting statewide policy advocacy in NJ to create a more just society for all.

### **JOB RESPONSIBILITIES WILL INCLUDE:**

- Organize public policy and advocacy activities around LANF's mission.
- Create and issue policy statements on behalf of LANF, including at hearings.
- Provide written and verbal public testimony at hearings, press conferences, and conferences.
- Build new and expand existing partnerships on behalf of LANF to support our policy initiatives.
- Guide social media campaigns and related LANF policy advocacy initiatives.
- Day-to-day tasks include planning, marketing, written and verbal communication, and organization development.
- Serve as a liaison with LAN 501(c)4 and NJ Latino CBO Coalition to provide input and feedback on policy initiatives.
- Actively participate in and contribute to coalition groups.
- Assist the Executive Director in written and verbal reporting to funders and board members.

### **QUALIFICATIONS AND SKILLS**

- Master's degree in social policy or public policy preferred. Minimum of Bachelor's degree required.
- Minimum of 1-2 years work experience with public policy initiatives.
- Commitment to social and racial justice.
- Knowledge of social media communications and campaigns.



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- Strong organizational and public speaking skills.
  - Ability to communicate with others in a professional manner
  - Basic computer skills including use of Word, Excel, Dropbox, email, etc.
  - Bilingual preferred.

**LOCATION** Remote work office: internet and car accessibility for outreach events possible/required

**HOURS** Full-time; 30 hours per week; flexible schedule; required availability for coalition meetings

**RATE** \$52,500 starting annual salary paid every other week funding availability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_