



Position: **Advocacy Coordinator**

Overview:

The Advocacy Coordinator is responsible for managing the operation of our local and state public-facing legislative advocacy effort, including the cultivation of partnerships and growth of coalitions across the labor movement and with local and state partner organizations. The Advocacy Coordinator will lead the development and execution of advocacy events and mobilization efforts, and promote and grow a membership program for the organization.

The Advocacy Coordinator will report to the Executive Director of Michigan AFL-CIO Advocates. The Advocacy Coordinator's work plan will be determined by Michigan AFL-CIO Advocates.

Duties:

- Lead the organization in visioning and implementing innovative advocacy efforts
- Assist in the creation and implementation of agenda-driving advocacy plans for state and local legislative and policy campaigns
- Develop relationships and build coalitions to coordinate advocacy efforts with Michigan labor leaders, partner organizations, constituency groups and community leaders with lived experience
- Cultivate and maintain relationships with key stakeholders, with policymakers and influencers in state and local government, and with key influencers in service of our policy agenda
- Advocate for the organization's position through meetings with lawmakers, position papers, public testimony, grassroots efforts, and other effective advocacy methods to elevate our priority issues
- Advise, prepare and edit policy and advocacy materials, including action alerts, talking points, issue briefs, letters, press statements, opinion editorials, website updates, and legislative and policy reports
- Assist in communicating the importance of pro-labor policies and the impact that negative policies will have on union members, working families and the general public
- Lead the growth of Advocates membership, including through the promotion and expansion of the affiliated membership organizations and caucuses
- Keep abreast of all developments and current issues through continued education and professional growth; attending conferences, workshops, and seminars as appropriate

- Assist in compliance with annual lobbying reporting requirements including completion and filing of lobbyist registration and reporting
- Other duties as assigned

Qualifications:

- A bachelor's degree in political science, public affairs, public policy, or a closely related field, or a commensurate combination of education and experience
- 2+ years of experience in political organizing, public policy, legislative affairs or a related field, with experience in public service a plus
- Familiarity with and commitment to the labor movement and an understanding of labor's goals
- Strong time management and organizational skills are required, including a demonstrated ability to independently manage and prioritize multiple tasks and projects in high-pressure situations and under difficult deadlines
- Excellent verbal and written communication skills are essential, including the ability to interact successfully with individuals from diverse ethnic, racial, age, gender, educational, occupational, and socio-economic backgrounds
- Computer skills are required, including knowledge and extensive use of e-mail, Zoom, Teams, Google Meet, Microsoft Office, and Google Drive.
- A valid driver's license, continuous use of a reliable vehicle, automobile liability insurance, and be willing to travel regularly
- Willingness to work in a fast-paced environment. Periodically long work hours are required
- Occasional travel to other parts of the state and/or out-of-state may be necessary. Overnight travel will be infrequent but may be required

Compensation: \$55,000 - \$65,000 salary. Health insurance, vision insurance, dental insurance, and life insurance. 401(k) with 6% employer contribution after 1 year.

How to Apply: Please submit a resumé and brief cover letter to work@miaflcio.org.

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Diversity & Equal Opportunity

Our organization is an equal opportunity employer, and we actively seek to build diversity among our officers, staff, and members. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Women, people of color, LGBTQ, Veteran, and disabled candidates are encouraged to apply.

Organization

The Michigan AFL-CIO is a non-profit federation of more than forty labor unions that represents over 1 million working people across Michigan. Our mission is to improve the lives of working families—to bring economic justice to the workplace and social justice to our state and the nation. Employees of the Michigan AFL-CIO may work in collaboration with one, or all, of our affiliated nonprofit organizations in the Federation including:

Michigan AFL-CIO Workforce Development Institute: our affiliated 501(c)(3) nonprofit organization established to combat economic and environmental injustice by connecting the unemployed or underemployed with the training and resources necessary to find gainful employment and transition Michigan to a cleaner, greener economy.

Michigan AFL-CIO Labor Foundation: our affiliated 501(c)(3) charitable nonprofit organization established to combat economic and social injustice by connecting the working people with resources within Michigan's charitable, educational and legal systems.

Michigan AFL-CIO Advocates: our affiliated 501(c)(4) non-profit organization established to unite labor leaders, policy makers, and the general public to educate and advocate around policies, programs and projects that can bring economic justice to the workplace and social justice to communities across Michigan.